

Manager, Maintenance

Purpose Statement

The job of Manager, Maintenance is done for the purpose/s of directing the day-to-day operations of maintenance services; developing and monitoring scheduled maintenance programs; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing, and maintaining services in compliance with established guidelines.

This job reports to Director of Operations

Essential Functions

- Collaborates with internal and external personnel (e.g. administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and maintaining services and programs.
- Directs department operations, maintenance of services, and the implementation of new programs and processes (e.g. site repairs, preventive maintenance, snow crews, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.
- Inspects a variety of projects and operations (e.g. new construction and repair work, OSHA and MSDS compliance, playground equipment, work order status, etc.) for the purpose of ensuring that jobs are completed efficiently, specifications are within regulatory requirements, and approving inspection reports and payment requests.
- Manages assigned personnel (e.g. Maintenance Specialists, Shipping and Receiving Specialist, etc.) for the purpose of ensuring tasks within specific areas are completed appropriately and in a timely manner.
- Participates in meetings, workshops, and seminars for the purpose of conveying and gathering information required to perform functions.
- Prepares a wide variety of written materials (e.g. correspondence, reports, etc.) for the purpose of documenting activities, providing written reference, and conveying information.
- Researches a variety of topics (e.g. new products, laws, regulations, etc.) for the purpose of recommending purchases, contracts, and maintaining district wide services.
- Responds to a variety of inquiries (e.g. contractors, administrators, vendors, law enforcement, etc.) for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects and programs; developing effective working relationships; reading and interpreting construction and architectural documents; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based

competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and regulations; personnel training expertise; and standard business practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, and 35% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

- AHERA (Asbestos Hazardous Emergency Response Act)
- CPSI (Certified Playground Safety Inspector)
- CPO (Certified Pool Operator)
- CPCA (Certified Pesticide Commercial Applicator)

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Background Clearance

FLSA Status

Exempt

Approval Date

7/24/2018

Salary Grade

ADM - H