

*Code: 2151*

*Title: MAINTENANCE OPERATIONS ASSISTANT MANAGER*

**SUMMARY:** Plans, organizes and supervises the operation, maintenance and repair activities of an assigned maintenance, technical or administrative workforce supporting County owned, operated or maintained facilities and physical plants, or the technical and administrative support services of the assigned Division. This classification is distinguished from other managerial and technical classifications by its specialization in either facility/system maintenance or construction, depending upon the area of assignment.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, organizes, and supervises maintenance, construction, related equipment/system maintenance, and repair activities;

May act as Maintenance Manager as directed;

Acts as contact person for off hour emergencies;

Plans, schedules and coordinates the general and specialized activities of the Division with other divisions, departments and supported agencies;

Plans, reviews and makes recommendations on specialized topics, maintenance and improvements; utility support systems, facilities renovations and modifications;

Supervises and coordinates equipment repair activities, recommends purchases of new equipment and may write specifications for equipment and materials;

Inspects work in progress and at completion for quality, quantity, workmanship and compliance with program goals, standards and specifications and supervises correction of non-compliance issues;

Maintains records and prepares reports in manual and computer-based systems;

Assists manager in the development of departmental policies and procedures;

Assists manager in the preparation and monitoring of the division budget;

Evaluates and provides for the training and development of division staff;

Analyzes maintenance methods, procedures, and productivity for manager review;

Supervises the implementation of improvements, to include maintenance operations tracking and scheduling;

Receives, investigates and responds to difficult maintenance and operations complaints from end-users.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- engineering, construction and maintenance principles, practices, methods, materials and equipment used in the area of assignment;
- administrative and managerial functions such as planning and scheduling techniques, budget preparation and control and method's analysis and development;
- applicable laws, codes, trade and industry standards applicable to area of assignment;
- principles and techniques of personnel supervision, management, evaluation and training;
- hazards and safety precautions applicable to construction and maintenance activities.

Skill in:

- coordinating maintenance and construction activities of a diverse work force;
- planning, scheduling and supervising the work of others;

- applying cost-effective maintenance and construction techniques to the solution of practical operating problems;
- analyzing, developing and implementing improvements in maintenance and construction methods and equipment;
- preparing technical reports and evaluations of maintenance and construction problems;
- interpreting blueprints, construction drawings and like documentation;
- budget development, monitoring and management;
- communicating effectively, both orally and in writing;
- establishing and maintaining effective working relationships with others;
- using computer-based resources for word-processing, database maintenance, report preparation and system monitoring.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in business or public administration, and two years of supervisory or administrative experience in a public works or facilities management setting.

OR:

(2) Three years of experience in maintenance, construction or facilities management, including two years of supervisory or administrative experience in maintenance and construction or facilities management and maintenance setting (which may be concurrent with required general experience).

OR:

(3) Two years of experience in Pima County as a Trades Maintenance Supervisor or Trades Maintenance Foreman.

OTHER REQUIREMENTS:

Licenses and Certificates: A valid Class D Arizona driver's license may be required at time of appointment.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.