

Code: 2343

Title: MAINTENANCE OPERATIONS MANAGER

SUMMARY: Directs and manages complex maintenance operations and has managerial and operational responsibility for planning, directing and controlling all activities of a maintenance work-force which maintains and repairs county owned, operated or maintained facilities, transportation and/or drainage systems, and their associated utilities and services.

This classification differs from other managerial classifications by its specialization (depending upon department assignment) in either facilities maintenance and construction or public works transportation and flood control maintenance and construction.

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, directs and manages maintenance, construction and related equipment maintenance and repair activities;
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, i.e., road and drainage way condition, maintenance and improvements, utility support systems, facilities renovations and modifications;
Directs 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;
Reviews labor and material estimates for proposed facility, system and equipment maintenance, repairs and modifications;
Maintains records and prepares reports;
Participates in the development of departmental policies and procedures;
Prepares the division budget and participates in the development of the departmental budget;
Evaluates and provides for the training and development of division staff;
Analyzes maintenance methods, procedures and productivity and recommends and supervises the implementation of improvements, to include maintenance operations tracking and scheduling;
Receives, investigates and responds to difficult maintenance and operations complaints;
Makes personnel decisions and effectively recommends appointments for the division.

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 methods analysis and development;
- 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 personal computer 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, civil engineering or a related field as defined by the appointing authority and four years of progressively responsible experience in public works maintenance and construction or facilities management and maintenance, including two years of supervisory or administrative experience in a public works or facilities management setting.

(Additional relevant experience may be substituted for the aforementioned education from an accredited college or university)

(Additional relevant education from an accredited college or university may be substituted for the general portion of the aforementioned experience)

OR:

(2) Eight years of progressively responsible experience in public works maintenance and construction or facilities management, including two years of supervisory or administrative experience in a public works maintenance and construction or facilities management and maintenance setting.

(Relevant education from an accredited college or university in business or public administration, engineering or a related field may be substituted for the general portion of the aforementioned experience)

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.