

Code: 2841

Title: PARK/MLB COMPLEX OPERATIONS/MAINTENANCE ASSISTANT MANAGER

SUMMARY: Plans, administers and oversees the operation, maintenance, new construction and repair of potable water systems, water treatment systems, park facilities and grounds and aquatic facilities, to include technical and administrative support to the Park Operations/Maintenance Manager or MLB Complex Manager.

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 and organizes operations, maintenance and repairs to potable water systems, water treatment systems, park facilities and grounds and aquatic facilities;

Supervises, trains and evaluates staff engaged in support, operation, maintenance, new construction and repair of well systems, water treatment facilities, parks and aquatic facilities and related structures and systems;

Conducts field inspections and quality-control reviews of assigned facilities, systems and work-in-progress;

Responds to emergency situations by assigning and coordinating the work of maintenance crews and communicating/coordination with other affected units, departments and agencies;

Participates in the development and implementation of staff, safety and training programs;

Ensures compliance of staff and programs with safety and technical requirements of local, state and federal standards and regulations, particularly for environmental quality standards;

Coordinates work in assigned areas with other units, departments, agencies, public entities, vendors and contractors;

Plans and proposes changes, enhancements and improvements to assigned functional areas and supported facilities and systems;

Develops and monitors account unit expenditures and submits recommendations for unit/activity budgets;

Maintains records of activities and submits routine, recurring and special reports to management;

Oversees staff providing maintenance scheduling, data collection and recording and operational/regulatory reporting activity;

Assists Park Operations/Maintenance Manager or MLB Complex Manager in planning, coordinating and administering the year-round preventive maintenance programs for assigned facilities, systems and related programs within the Pima County Parks systems;

Manages and coordinates equipment repair to support maintenance and construction activities;

Makes effective recommendations to the Park Operations/Maintenance Manager or MLB Complex Manager on personnel-related issues, e.g., employee hiring, promotion, discipline;

May act as Park Operations/Maintenance Manager or MLB Complex Manager in his/her absence.

KNOWLEDGE & SKILLS:

Knowledge of:

- planning, design and operation of potable water systems, water treatment facilities, parks and aquatic facilities and supporting systems;
- local, state and federal regulations and standards for the safe, effective and efficient operation and maintenance of potable water systems, water treatment facilities, parks and aquatic facilities and supporting systems;

- occupational hazards and safety measures applicable to the operation and maintenance of potable water systems, water treatment facilities, parks and aquatic facilities and supporting systems;
- principles and practices of material and information management, to include related supervisory control systems;
- departmental contracting, budgeting and accounting processes and procedures;
- principles and practices of office and personnel administration, to include employee supervision, training and evaluation;
- computer systems and their applications in managing the operation, maintenance and construction of potable water systems, water treatment facilities, parks and aquatic facilities and supporting systems.

Skill in:

- planning and administering the construction, operation and maintenance of potable water systems, water treatment facilities, parks and aquatic facilities and supporting systems;
- interpreting blueprints, construction drawings and related technical materials;
- supervising, training and evaluating assigned staff;
- developing and monitoring work-unit budgets;
- making oral presentations to interested and affected groups and agencies on the construction, operation and maintenance of potable water systems, water treatment facilities, parks and aquatic facilities and supporting systems;
- coordinating work-unit activities with a diverse workforce, other departments, state and federal agencies;
- compiling and submitting local, state and federal-mandated reports and related information;
- managing the acquisition, storage, issue and accounting for material required for construction, maintenance and operation of assigned potable water systems, water treatment facilities, parks and aquatic facilities and supporting systems;
- communicating effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in civil engineering, management, business administration, public administration, biological science, environmental technology/science and two years of experience in management, administration, construction, installation or operation/maintenance of potable water systems, water treatment systems, park facilities and grounds, or aquatic facilities, plus one year of supervisory experience. (Supervisory experience may be concurrent with general experience.)

(A Master's degree from an accredited college or university in one of the cited disciplines may be substituted for one year of general experience.)

OR:

(2) An Associate's degree (A.A./A.S.) from an accredited college, university or community college/vocational-technical school, with a major in purchasing, office/business administration, material management, occupational training or environmental technology/science and four years of experience in management, administration, construction, installation or operation/maintenance of potable water systems, water treatment systems, park facilities and grounds, or aquatic facilities, plus one year of supervisory experience. (Supervisory experience may be concurrent with general experience.)

(Additional direct experience in required areas may be substituted for the education from an accredited college or university on a one-for-one year basis.)

OR:

(3) Five years of experience with Pima County as a Trades Maintenance Supervisor with primary duties involving management, administration, construction, installation or operation/maintenance of potable water systems, water treatment systems, park facilities and grounds, or aquatic facilities.

OTHER REQUIREMENTS:

Licenses and Certificates: Within one year of appointment, all positions require Arizona certification as a (1) AZ DEQ Grade 1 Water Distribution Operator, (2) AZ DEQ Grade 1 Water Treatment Systems Operator, (3) AZ Aquatic Operator. Some positions may require an Arizona commercial driver license (CDL) with appropriate endorsements, at the time of appointment or prior to completion of initial/promotional probation. Some positions may require a Structural Pest Control Commission of Arizona Restricted Use Pesticide Certificate. All positions require a valid Arizona Class D driver license at the time of application. Failure to obtain/maintain the required certifications/licensures shall be grounds for termination.

Special Notice Items: All positions may carry the risk of exposure to infectious diseases, asbestos or waste water products, therefore special medical screening prior to and during employment may be required to assure employee health and safety. Any required immunizations, training and protective equipment will be provided. Special medical evaluations, including drug testing, are required of all positions that require maintenance of a CDL, per county, state and federal requirements.

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

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

Pima County

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