



Maintenance Manager  
**Class code:** 01090  
**Employee Group:** Management/Confidential  
**FLSA:** Exempt  
**Salary Band:** 7

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### I. Position Summary

Plans, organizes, supervises, and oversees the work of maintenance crews engaged in the building/road/grounds maintenance and repair, construction of roads, bridges and buildings, vegetation control, and urban area maintenance activities to assure roadways are well-maintained and safe. Coordinates and manages specialized projects and operations as assigned to contribute to effective and safe county roads, buildings, and properties. Assists in the overall administration, management, planning organizing, and staffing of the division/program in the enforcement and implementation of all policies and procedures as set forth by the higher level supervisor. Assists in and may oversee new building construction and major remodeling projects.

### II. Supervision Exercised

Acts as a supervisor to various classifications.

### III. Examples of Essential Position Duties

- Coordinates, schedules, and supervises assigned operations to achieve goals within budgeted funds and available personnel; and plans and organizes workloads, shifts schedules, and staff assignments. Coordinates work with other departments, staff, and contractors, reviews progress, directs changes in priorities, and schedules as needed to assure work is performed in a timely and efficient manner according to appropriate guidelines, procedures, and legal regulations.
- Assigns, supervises, and evaluates the work of assigned staff; advises, assists, and trains subordinates as necessary; initiates and implements disciplinary actions; conducts performance appraisals of subordinates; participates in the selection of new employees, and makes recommendations regarding the transfer and termination of subordinate employees.
- Assists in the overall administration and management of the division/program on a regular basis; assists in the preparation of the division's/program's budget; assists in the development and implementation of the division's/program's goals, objectives, and short and long-range plans; and assists in administering personnel rules at the division/program level and recommends resolutions to grievances and other personnel issues.
- Plans, organizes, schedules, and supervises all of the division's/program's asphalt/building maintenance activities assuring timely completion in compliance with department and legal specifications. Oversees and monitors the activities of various specialized crews assuring the objectives of the division/program are completed as specified in a timely and efficient manner.
- Receives and reviews work orders for maintenance, repair, construction activities, and minor improvement projects preparing operational plans for each project; determines manpower, equipment and material needs working from engineering drawings, blueprints, and specifications; recommends the need for outside vendors or contract work for specialized service needs, supervises maintenance, and repairs as necessary.
- Assists in the maintenance of adequate inventories or supplies, materials, and equipment for road and bridge or building maintenance activities and special projects; orders materials and supplies as necessary; and monitors expenditures for assigned operations assuring compliance with departmental standards and legal requirements.

- Monitors costs and plan reviews for construction projects of limited scope and size. May act as a project manager.
- Assists in the development of bid specifications for equipment, materials, and supplies purchased and reviews final specifications to assure needs of assigned area of operations are met.
- Inspects work in progress and upon completion to assure high quality of work and that standards of safety and legal requirements are being met.
- Conducts regular inspections of the road and bridge system or building to identify deficiencies and safety hazards; and recommends projects and repairs to remedy situation.
- Develops and maintains systems and records that provide for proper evaluation, control, and documentation of assigned operations. Prepares reports and correspondence as required.
- Serves as a technical resource and responds to, or supervises the resolution of inquiries, complaints, or requests for information regarding area of assignment from other departments, private companies, and the general public, providing information within scope of knowledge and authority, or refers to appropriate individual. Responds to all inquiries pertaining to assigned operations.
- Supervises the response to emergency situations, assuring effective repairs of damaged structures, systems, and roadways.
- Analyzes and recommends improvements, repairs and/or replacements to existing equipment, materials, procedures, and operations to improve the efficiency and effectiveness of division/program operations.
- Administers and ensures compliance with county safety policies. May serve on the department's safety committee.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Working irregular hours is required.
- Performs other related duties as assigned.

#### IV. Knowledge, Skills and Abilities

- Thorough knowledge of materials, methods, techniques, tools, and equipment applicable either to building construction and/or road construction and bridge installation, repair and maintenance.
- Knowledge of specialized production techniques, materials, and procedures utilized in building
- Knowledge of the principles and modern practices of administration, including those related to office management and supervisory principles and practices including program planning, budgeting, direction, and coordination evaluation.
- Knowledge of the hazards and safety precautions of area of assignment and ability to identify and remedy hazards.
- Knowledge of basic principles and practices of engineering and building/road maintenance construction.
- Knowledge of safety and legal requirements, regulations, and laws applicable to area of assignment.
- Skill in the operation of equipment and tools used in area of assignment.
- Ability to plan, organize, and oversee assigned work programs, including monitoring work schedules and evaluating the work of subordinates.

- Ability to read, interpret, and apply blueprints, schematics, and specifications applicable to area of assignment; ability to prepare and direct the preparation and maintenance of accurate written reports, correspondence, and records; ability to accurately perform mathematical functions.
- Ability to physically perform assigned duties.
- Ability to develop and maintain effective working relationships with other staff, public officials, the general public, and representatives of other agencies.
- Ability to communicate effectively both orally and in writing.

V. **Minimum Requirements** (Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)

**Education and Experience**

- High school diploma or GED AND two years college level course work in civil engineering, public, or business administration AND six years of progressively responsible experience in construction, operation, and maintenance or related area, including two years of supervisory or lead responsibilities; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

**Licenses, Certificates and Other**

Valid Oregon State Driver's License with an acceptable driving record, current First Aid and CPR certification within six months of employment and valid Work Zone Safety card within six months of employment.

**Physical Demands** (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Typically requires driving, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, sitting, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Requires exerting in excess of 100 pounds of force occasionally, in excess of 50 pounds of force frequently and in excess of 20 pounds of force daily to move objects. Requires ability to perceive color, odor, texture and sound. Requires driving and travel.

**Working Environments**

Work is performed both in the office and in the field with exposure to varying weather conditions, traffic, and hazardous conditions at work sites. May include exposure to moving mechanical parts, electrical currents, vibration, fumes, odors, dusts, poor ventilation, chemicals, blood and other body fluids, extreme temperatures, inadequate lighting, work space that restricts movements, intense noise, dust and disruptive people.

VI. **Additional Information**

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or

rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Adopted: 12/11