



Senior Maintenance Manager

Class code: 01091

Employee Group: Management/Confidential

FLSA: Exempt

Salary Band: 9

I. Position Summary

Manages the maintenance program for assigned area. Assists in the overall administration, management, planning organizing, and staffing of the division/program in the enforcement and implementation of all policies and procedures. 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 oversees all activities within area of assignment to assure that work is performed efficiently and according to appropriate guidelines, procedures, and regulations; prioritized and coordinates work with staff and contractors to ensure timely completion of projects.
- Selects, supervises, and evaluates assigned staff; conducts performance evaluations, and initiates disciplinary actions as warranted; resolves grievances and other confidential personnel matters.
- Prepares the annual budget for assigned program; maintains fiscal records and monitors expenditures and distribution of budgeted funds to assure compliance with approved limits.
- Recommends and implements policies, procedures, guidelines, and standards for the efficient and effective operation and maintenance of assigned program, assuring compliance with applicable legal requirements and County policies and goals.
- Manages on-going comprehensive needs assessment, audits, program evaluation, and special studies as required, to assure program compliance with legal requirements.
- 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 specification.
- 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.
- May serve as a key liaison for the program and direct the resolution of inquiries, problems, complaints, or emergencies affecting availability or quality of services. Responds to sensitive or complex inquiries or service complaints.
- Analyzes program effectiveness and recommends improvements to existing services, equipment and operating systems; researches, analyzes and evaluates new developments in assigned area and works to expand existing program and services; develops and recommends new programs and program modifications.
- Develops and maintains a record-keeping system that provides for the proper evaluation, control and documentation of assigned operations, may include client tracking and management information systems.

- 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.
- 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 as well as vehicle and equipment repair.
- 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 as well as vehicle and equipment repair.
- 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.
- Knowledge of modern supervisory and management principles and practices.
- Ability to apply judgment and discretion in resolving problems and interpreting policies and regulations.
- Ability to develop, organize, and oversee work programs, including monitoring budgets and funding, work schedules, grant preparation and administration requirements, and progress reviews.
- Ability to effectively respond to and reconcile competing interests of governmental entities, community organizations, service providers, contractors, and public representatives as they affect the planning and operation of programs.
- 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 establish and maintain accurate records of assigned activities and operations.
- 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

- Associate's degree in civil engineering, public, or business administration AND eight years of progressively responsible experience in construction, operation, and maintenance or related area, including three 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. May require a CDL.

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