MAINTENANCE & CONSTRUCTION MANAGER

DEFINITION

This Exempt position reports directly to the Assistant General Manager (AGM). The Maintenance Manager plans, organizes, manages, directs, and reviews the maintenance needs of the District; and related work as required. The Maintenance Manager manages the electrical, mechanical, construction, and purchasing staff.

EXAMPLES OF DUTIES

The duties listed below are illustrative only and are not meant to be a complete exhaustive listing of all of the duties and responsibilities of the Maintenance Supervisor classification:

Managerial Duties:

- Recommends and assists in implementation of goals and objectives of the District.
- Plans, organizes, directs, reviews and coordinates the maintenance of the District.
- Evaluates operations and activities of assigned responsibilities and recommends improvements and modifications.
- Prepares, writes and provides correspondence, reports, recommendations and Board communications related to Maintenance Division's activities.
- Build and maintain positive working relationships with co-workers, other District staff and the public using principles of good customer service.
- Provides general management of all District facilities, including shops/building, grounds and SCADA equipment.
- Develops recommendations regarding the purchase, servicing, testing, inspection and repair of District equipment.
- Assists the Assistant General Manager with long range planning of District maintenance needs and budget.
- Makes spot inspections of work in progress to insure proper utilization of staff and equipment.
- Reviews employee effectiveness and prepares personnel evaluations for maintenance staff.
- Prepares and executes plans for expansion, reduction, and shifting of maintenance functions.
- Reports for after-hours emergencies, as required.
- Periodically reviews and evaluates power consumption of District pumping facilities to reduce costs and raise efficiency.
- Represents District maintenance functions with the public, contractors and representatives of other government agencies.
- Develops, reviews, and implements policies and procedures to meet legal requirements and District needs.
- Performs related duties as assigned.

Typical Physical Activities:

- Works in an outdoor environment including walking/climbing on uneven terrain for site visits, inspections, and evaluations to analyze District's infrastructure.
- Communicates orally with co-workers, and the public in face-to-face, one-to-one and group settings.

- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, methods, and practices used in civil construction; water conveyance system maintenance; building maintenance; grounds and landscaping maintenance; SCADA equipment installation, maintenance, and repair; and water treatment plant operations maintenance.
- Rules, regulations, and codes applicable to District maintenance functions.
- District policies, rules, regulations, and procedures.
- OSHA/CalOSHA work safety standards and requirements.
- Principles of budget development, expenditure control, and expense forecasting.
- Principles of supervision and training.
- Microsoft software package and CMMS software to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, manage, and administer the maintenance functions of the District.
- Perform comprehensive administrative reviews of work activities, costs, staffing requirements, equipment uses, and time requirements.
- Ensure the proper maintenance, construction, operation, and repair of District equipment and facilities.
- Manage departmental budgets.
- Communicate effectively with the general public, contractors, staff, and District management via reports, memos, and presentations.
- Represent District maintenance function with other departments, the public, contractors, and other organizations.
- Establish and maintain cooperative working relationships.

QUALIFICATIONS

The minimum qualifications described on class specifications represent the typical way to obtain the required knowledge, skills, and abilities to perform the job's essential duties. Any combination of education, licensing, and/or experience that has provided the knowledge, skills, and abilities necessary to perform the job satisfactorily may qualify the candidates for open positions in the class specification:

Required License/Certificate/Registration/Experience:

- Possession of a valid Class C Driver's License issued by the California Department of Motor Vehicles may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this

requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

- Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

- Ten (10) years of increasingly responsible maintenance experience with at least five (5) years' experience at a water district, wastewater treatment agency, or other public agency. At least two (2) years of the experience should be in a management or supervisory capacity.

- Completion of Bachelor's degree from an accredited college or university with course work in construction management, operations management, or related field; or an equivalent combination of certification and experience.

The specific statements in each section of this job description are not intended to be all-inclusive. Instead, they represent typical elements necessary to perform the job successfully.