

## POSITION DESCRIPTION

Class Title: Maintenance and Asset Manager (MM)

EEOC : Service - Maintenance

FLSA: Exempt

### Summary of Position

The MM will report directly to the Operations Manager. This is a supervisory position - two or more staff will report to this position.

The MM is responsible for the day-to-day operations of the Maintenance divisions while maintaining short and long term Asset Maintenance and Planning. He/She will ensure all operations are in compliance with federal, state and local laws, rules, regulations, and policies of the District.

The MM identifies areas needing improvement, and prepares/recommends plans for increased effectiveness, while providing leadership and management to all areas of Maintenance and Asset management. The Maintenance Manager will ensure the District maintains the highest standards for preventative and corrective maintenance. He/She will ensure the District's assets are managed to maximize length of service and service effectiveness, while ensuring cost of procurement is balanced against need, return on investment and flexibility of service.

He/She will direct the maintenance and repair of electrical and mechanical equipment, specifically pumps, valves, motors, and electrical control equipment. Responsible for establishing, maintaining and monitoring the District-wide maintenance schedule, establishing a system of training for maintenance personnel, and the short and long term health of all District Assets.

### Organizational Relationships

1. Reports to: Operations Manager and General Manager as required
2. Directs: Assistants as assigned
3. Other: Interfaces with the public and with various repair and supply services. Coordinates with other departments concerning requirements for maintenance and repair.

### Major Responsibilities and Duties

#### **Administration:**

1. Maintains standards for technical excellence of all maintenance facilities and personnel.
2. Ensure that relevant policies and procedures are in compliance with federal, state, and local laws and regulations.

3. Keeps the Operations Manager informed of changes in relevant rules and their implications for District's policies and procedures.
4. Anticipate and provide recommendations for developing new programs and facilities, training needs and opportunities.

**Management:**

5. Assist the General Manager in the development of annual budgets based on past performance and planned growth by reviewing maintenance and asset planning to identify opportunities for efficiency and cost reduction.
6. Assist the General Manger in the development of strategic short term and long term asset management and replacement scheduling with cost assessment.
7. Maintain an inventory of District Assets to include anything with a replacement value greater than \$5000.

**Technical:**

8. Inspect all maintenance operations to ensure that all facilities and services are in compliance with all regulatory agencies' guidelines.
9. Advise the Operations Manager and when called upon, represent the Operations Manager, in regard to issues involving technical concerns and issues.
10. Assist in preparation and review of plans for facilities, services, and construction to ensure compliance with District policies.
11. Assist the Operations Manager and General Manager with the review and implementation of safety procedures for District personnel.

**Personnel:**

12. Monitor the annual performance review of all district employees under his/her purview; including the establishment of performance objectives, and recommendation/initiation of changes in responsibility and/or pay as merited.
  - a. Supervise and evaluate the performance of the Maintenance Division Supervisor.
  - b. Monitor employee performance and provide for the hearing and resolution of employee grievances or appeals of supervisors' decisions affecting employees.
13. Oversee the training and education of employees in the proper techniques required to perform their functions, within budget constraints, to ensure that the utility will always be able to meet its responsibilities, to its customers and regulatory authorities. Make recommendations to the Operations Manager and the General Manager for program improvements as appropriate.
14. Regularly visit work sites and ensure the proper, efficient and safe work habits of all maintenance division employees.

## Entry Level Requirements

### **Education and Experience:**

Bachelor's degree from a fully accredited four-year college or university and advanced studies and/or certification in rural/urban planning, Engineering or related field.

Suitable combination of work experience in lieu of the above would be considered.

Five years' experience in maintenance management, planning or engineering as Maintenance Manager, Program Manager, Department Head, or an equivalent position.

### **Knowledge and Skills:**

Comprehensive knowledge of innovative and effective management techniques; comprehensive knowledge of the principles, practices and methods of design, construction, operation, management and maintenance of modern water and wastewater systems; working knowledge of federal and state guidelines regulating the water and wastewater industry; skill in developing and implementing long-range plans, organization skill in effectively directing and controlling the activities of a public organization; skill in negotiating complex agreements, skill in the study and evaluation of organizing and evaluating the actions of others; skill in maintaining effective working relationships with supervisors and the general public; and skill in verbal and written communication.

### **Licenses and Certifications:**

Possession of a valid Class "C" driver's license with a good and acceptable driving record required.

Supervision Exercised - Directly or indirectly supervise all Maintenance Division employees.

Working Environment - Works primarily in an office environment with some outdoor work (Inspections, Supervision etc.)