



MAINTENANCE MANAGER 1

Department: Planning and Public Works

Job Class: 113800

Pay Range: Professional 13

FLSA: Exempt

Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is responsible administrative and managerial in the planning, organizing and coordinating of activities, budget and staff for multiple sections of a maintenance division within the Pierce County Planning and Public Works Department. An employee in this position is responsible for a staff of technical, clerical and field operations.

SERIES CONCEPT: The Maintenance Manager 1 is the lower level in the Series. The Maintenance Manager 1 is distinguished from the Maintenance Manager 2 by the smaller span of control the position has, smaller size and lessened diversity of section functions and budget, and overall impact to county functioning at-large.

ESSENTIAL FUNCTIONS:

- Manage, supervise and coordinate activities of a designated division or several sections of a division; determine work procedures, prepare work schedules and determine methods for expediting workflow.
- Assign, review and approve the work of subordinate staff; investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional and disciplinary actions; approve leave requests and overtime; provide adequate coverage during staff absences. Conduct performance evaluations and develop performance measures and standards
- Ensure consistent interpretation and application of laws, rules, policies and procedures.
- Coordinate with department staff to assist in drafting comprehensive long-range maintenance plan and recommending annual and short-term plans of implementation as approved. Assist in the development and implementation of long and short range goals and objectives including strategic and asset management planning.
- Determine maintenance needs of assigned sections which may include but are not limited to: roads, bridges, drainage systems, treatment plant, utilities and other related; assist with proposing work plans, specifications and estimates for labor, equipment and materials for a variety of maintenance activities and projects. Assist in implementation of work plans.
- Assist in the review and investigation of complaints concerning assigned section function, taking appropriate action as necessary.
- Assist with maintaining records as required by law, ordinance or need, including electronically generated and stored data.
- Evaluate section operations and recommend policy and procedures as necessary to improve efficiency and level of service.
- Coordinate section activities with other divisions and departments and with outside agencies as required.
- Consult with and advise section staff as necessary on issues of varying complexities.
- Participate in the preparation of the budget of assigned sections or division. Recommend cost control and budget monitoring methods.
- Assist in establishing labor, equipment, material and facility needs relative to the budget and operational requests.
- Ensure division is complying with applicable safety regulations. Monitor and evaluate division's injury and safety record, initiate mitigation efforts to reduce injuries and improve safety within the division.

OTHER JOB FUNCTIONS

- Perform other related duties as required.

SUPERVISION EXERCISED AND RECEIVED: This is a management classification responsible for the supervision of the operations and staff of sections within a division of the Planning and Public Works Department. Work is performed under general direction of an administrative superior. Work is evaluated through conferences, reports, and program effectiveness.

WORKING ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions. Work assignments are primarily performed in an office environment. Work may include responding to emergencies and other incidents as they occur in the field.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. The use of finger dexterity in order to use and operate a personal computer and related office equipment. Drive to a variety of work locations and meeting sites. Use of eye sight, hearing and use of both oral and written communication skills. Lifting requirements for this job class is less than twenty pounds. This position is occasionally subject to working around traffic, near heavy construction equipment, and in or around hazardous fumes and materials.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Materials, methods, and techniques used in construction and maintenance operation.
- Computer language, data submission and report gathering.
- Practices of administration and management supervision.
- The methods and procedures of program planning, asset management and budget preparation.
- Principles and practices of public administration, organization, personnel management and modern supervisory practices.

Skill in:

- Use and operation of personal computer, word processing, and spreadsheets.
- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.

Ability to:

- Learn, interpret and apply federal, state and local laws and regulations governing road maintenance activities.
- Effectively supervise, train, and evaluate the work of assigned personnel.
- Analyze and evaluate division operations, and make recommendations for action, policies and procedures.
- Make sound decisions and recommendations based on division needs, applicable legislation, and information received.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department/County goals and objectives.

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- Establish and maintain effective work relationships with elected officials, department heads, associates, and with the general public.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Physically perform the essential job functions of the classification.
- Meet the travel requirements of the position.
- May be on 24-hour call.

MINIMUM REQUIREMENTS TO APPLY: Eight (8) years of closely related maintenance and/or operations experience and five (5) years of maintenance and/or operations supervisory experience OR any equivalent combination of experience and education is required. Positions in specific maintenance and operations areas may require program-related experience, education and or training.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Satisfactory physical condition, as evidenced by a County-approved physical examination, may be required as a condition of employment. Ability to successfully complete all required background investigations.