



MAINTENANCE MANAGER 2

Department: Planning and Public Works

Job Class: 112700

Pay Range: Executive 08

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 work in the planning, organizing and coordinating of activities, budget and personnel 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 2 is the higher level in the Series. The Maintenance Manager 2 is distinguished from the Maintenance Manager 1 by the greater span of control, size, and diversity of division and budget, and overall impact to county functioning at-large.

ESSENTIAL FUNCTIONS:

- Coordinate with department officials to draft a comprehensive long range maintenance program. Recommend annual and short term plans to implement program and implement plans as approved.
- Determine maintenance needs of roads, bridges, drainage systems and other related facilities utilizing professional knowledge and interactive group processes; propose work plans, specifications and estimates for labor, equipment and materials for a variety of maintenance activities and projects. Implement approved work plans.
- Review and investigate complaints regarding county roads, utility systems, employee activities and other related items, taking appropriate action as necessary.
- Maintain records as required by law, ordinance or need, including electronically generated and stored data.
- Evaluate division operations and recommend policy and procedures as necessary to improve efficiency and level of service.
- Coordinate division activities with other divisions and departments and with outside agencies as required.
- Evaluate the performance of senior division personnel and recommend hiring, promotions or disciplinary action.
- Consult with and advise construction, maintenance and equipment personnel in the maintenance division on broad policy issues.
- Participate in the preparation of the maintenance division budget. Recommend cost control and budget monitoring methods. Assist in developing recruitment and selection processes for maintenance positions. Conduct interviews; and recommend individuals for employment.
- 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.
- Develop and implement division long and short range goals and objectives including strategic plan and asset management program.

OTHER JOB FUNCTIONS

- Perform other related duties as required.

SUPERVISION EXERCISED AND RECEIVED: This is a senior division management classification responsible for the supervision of a Maintenance Operation Division of the Planning and Public Works Department. Work is performed under general direction of the Director of Planning and Public Works Department. 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 to inspect road construction work. The 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 and near heavy construction equipment.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Materials, methods, and techniques used in road construction and maintenance.
- Computer language, data submission and report gathering.
- Practices of administration and management supervision.
- The methods and procedures of program planning 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.
- 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.

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- 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.
- Meet the travel requirements of the position.
- Physically perform the essential job functions.
- May be on 24-hour call.

MINIMUM REQUIREMENTS TO APPLY: Ten (10) years of closely related maintenance and/or operations experience and eight (8) 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.