

## **MAINTENANCE MANAGER**

### GENERAL STATEMENT OF RESPONSIBILITIES

This position is responsible for overseeing the maintenance and repair of District equipment, including fleet vehicles and other rolling stock, wastewater pumping and treatment equipment, such as pumps and air release valves, instrumentation, and other mechanical equipment used in the collection and treatment of wastewater. The incumbent is guided by policies and assignments received from the District Manager but is carried out with a high degree of independent judgment in accomplishing the work and developing new programs and is held accountable for results. This is a District safety-sensitive position in accordance with Arizona law and in some situations, a DOT safety-sensitive position.

### EXAMPLES OF DUTIES TO BE PERFORMED

1. Oversees the maintenance and repair of the District vehicle and equipment fleet.
2. Oversees the maintenance and repair of wastewater pump station equipment, such as pumps, generators, air release valves, and instrumentation.
3. Oversees the maintenance and repair of wastewater treatment equipment, such as pumps, blowers, bar screens, filters, and solids processing equipment.
4. Oversees the maintenance and repair of building facilities, such as lighting, plumbing, roofing, and HVAC.
5. Plans, organizes, assigns, directs, and reviews the work of employees and contractors engaged in the maintenance and repair of District fleet and equipment.
6. Maintains complete and accurate records for the repair of equipment in a computerized maintenance management software (CMMS).
7. Maintains complete and accurate records of the cost of fleet and equipment in District CMMS for the determining and evaluating life-cycle costs of District's assets.
8. Actively manages a computerized work order system including prioritization and review of work orders for progress and timely completion;
9. Help to establish record keeping processes and procedures in newly implemented District CMMS.
10. Implements and enforces District's safety programs as applicable to the area of responsibility.
11. Prioritizes Work Orders and work tasks to ensure the continuous and safe operation of wastewater treatment and collection facilities.
12. Oversees the allocation, use, inventory and maintenance of District facilities, equipment, materials, and supplies; inspects sites and identifies conditions which need attention, repair, and/or maintenance; processes requests for equipment purchases.
13. Oversees the requisition process for tools, materials, equipment, and services.

14. Oversees the inventory of stored materials, supplies, and parts necessary for use in the maintenance and repair of District fleet and equipment.
15. Responsible for personnel issues including hiring, evaluating, disciplining, and terminating.
16. Assists the District Manger in the preparation of the budget by providing input relative to the fiscal needs for the maintenance and repair of District fleet and equipment.
17. Assist the District Manager in the assessment and planning for replacement of costly equipment or fleet items.

#### REQUIRED KNOWLEDGE AND SKILLS

1. Knowledge of the methods, materials, tools and equipment used in the operation, maintenance, inspection, repair, and installation of wastewater treatment plant components.
2. Knowledge of the methods, materials, tools and equipment used in the operation, maintenance, inspection, repair, and installation of wastewater pump station components.
3. Knowledge of the methods, materials, tools and equipment used in the operation, maintenance, inspection, and repair of vehicles, specifically work trucks in the District's fleet of vehicles.
4. Knowledge of the occupational hazards in wastewater handling, pumping, and treatment and the safety measures to be implemented.
5. Ability to manage and re-supply an inventory of parts, materials, and supplies using good judgment in the procurement of such items.
6. Knowledge of and ability to apply principals of sound management and budget.
7. Knowledge of and ability to apply sound record keeping practices in accordance with District policies.
8. Knowledge of computerized maintenance management software or systems.
9. Operate a personal computer and related software and demonstrate proficiency to prepare work orders, documents, spreadsheets, email and timesheets, and assists other staff with related questions and problems.
10. Ability to supervise, organize, plan, direct and evaluate the work of subordinate employees.
11. Ability to deal effectively with people at all levels.
12. Knowledge of and ability to apply policies and procedures of the District.

### REQUIRED TRAINING AND EXPERIENCE

This position requires a bachelor's degree in public administration, business administration, engineering, or related field; a minimum of seven (7) years in the operation and maintenance of wastewater collection or treatment equipment; and a minimum of three (3) years of supervisory experience. An equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work may be considered.

### ADDITIONAL REQUIREMENTS

1. Must pass a pre-employment physical and drug test.
2. Must possess a valid AZ driver's license with a good driving record. An AZ Commercial Driver's License (CDL) is desirable.
3. A Certification of Wastewater Collection System or Treatment Plant operator (at any grade level) from Arizona Department of Environmental Quality is desirable.