



JOB TITLE: Maintenance Manager
DEPARTMENT: Maintenance
REPORTS TO: District Manager
FLSA STATUS: Exempt

SUMMARY OF POSITION

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.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned department which may include, but are not limited to, any combination of the following:

- Oversees the maintenance and repair of the District vehicle and equipment fleet.
- Oversees the maintenance and repair of wastewater pump station equipment, such as pumps, generators, air release valves, and instrumentation.
- Oversees the maintenance and repair of wastewater treatment equipment, such as pumps, blowers, bar screens, filters, and solids processing equipment.
- Oversees the maintenance and repair of building facilities, such as lighting, plumbing, roofing, and HVAC.
- Plans, organizes, assigns, directs, and reviews the work of employees and contractors engaged in the maintenance and repair of District facilities, fleet, and equipment.
- Maintains complete and accurate records for the repair of equipment in a computerized maintenance management software (CMMS).
- 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.
- Actively manages a computerized work order system including prioritization and review of work orders for progress and timely completion.
- Implements and enforces District's safety programs as applicable to the area of responsibility.
- Prioritizes Work Orders and work tasks to ensure the continuous and safe operation of wastewater treatment and collection facilities.
- 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.
- Oversees the requisition process for tools, materials, equipment, and services.
- Oversees the inventory of stored materials, supplies, and parts necessary for use in the maintenance and repair of District fleet and equipment.
- Responsible for department personnel issues including hiring, evaluating, disciplining, and terminating, in coordination with District Manager as appropriate.
- Responsible for the management of the department budget and ensures compliance with District purchasing policies and procedures.
- Assists the District Manager in the preparation of the budget by providing input relative to the fiscal needs for the maintenance and repair of District fleet and equipment.

- Assist the District Manager in the assessment and planning for replacement of costly equipment or fleet items.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the methods, materials, tools and equipment used in the operation, maintenance, inspection, repair, and installation of wastewater treatment plant components.
- Knowledge of the methods, materials, tools and equipment used in the operation, maintenance, inspection, repair, and installation of wastewater pump station components.
- 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.
- Knowledge of the occupational hazards in wastewater handling, pumping, and treatment and the safety measures to be implemented.
- Ability to manage and re-supply an inventory of parts, materials, and supplies using good judgment in the procurement of such items.
- Knowledge of and ability to apply principles of sound management and budget.
- Knowledge of and ability to apply sound record keeping practices in accordance with District policies.
- Knowledge of computerized maintenance management software or systems.
- Operate a personal computer and related software and demonstrate proficiency in preparing work orders, documents, spreadsheets, email and timesheets, and assist other staff with related questions and problems.
- Ability to supervise, organize, plan, direct and evaluate the work of subordinate employees.
- Ability to deal effectively with people at all levels.
- Knowledge of and ability to apply policies and procedures of the District.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work is performed in both a plant/outdoor field setting and in an office environment.
- Ability to work in a wide variety of weather conditions and exposure to the elements.
- Sufficient strength to lift objects up to 30 lbs.
- Ability to wear protective equipment as required, such as eye protection, gloves, hard hats or safety-rated steel-toed boots.
- Visual and muscular dexterity to operate a motor vehicle, equipment, and computer.
- Sufficient clarity of hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate with other employees and the public, and discern warning or emergency alarms, including vehicle back-up warnings.
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and work orders, technical and operational documents, and move over rough or unfamiliar terrain.
- Sufficient body flexibility, mobility, stamina, and balance to perform maintenance oversight duties which require moderate, though not constant physical effort, typically involving some combination of standing, stooping, kneeling, crouching, lifting, carrying, pushing and/or pulling equipment, climbing stairs or ladders, opening manhole or vault lids, and walking over uneven terrain.

REQUIRED CREDENTIALS, EDUCATION AND WORK EXPERIENCE

- Bachelor's degree in public administration, business administration, engineering, construction management or other related field.
- Seven years in the operation and maintenance of wastewater collection or treatment equipment and/or seven years in the maintenance of fleet vehicles.
- Three 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.
- Preferred: Possession of an Arizona Class "B" Commercial Driver's License with tanker endorsement.
- Preferred: Possession of a Wastewater Treatment and/or Collections Operator certification from ADEQ at any grade of I-IV.

ADDITIONAL REQUIREMENTS

- This is a safety sensitive position that must pass a post offer/pre-employment drug screening, background check and physical.
- This position is subject to random drug and alcohol testing throughout the period of employment in accordance with the District's Drug-Free Workplace Policy.
- This position requires the use of District vehicles for business. A valid, unrestricted driver's license with no major citations within the past 39 months prior to the start date is required.

EQUAL OPPORTUNITY EMPLOYER

FHSD is an equal opportunity employer. FHSD shall employ, without discrimination as to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.

DISCLAIMER

Some incumbents may not perform all the duties listed or may perform related duties as assigned. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.