CLASS SPECIFICATION

Class Title:	Assistant Maintenance Manager	**Class Code:**	1178
Department:	Sheriff	**Grade:**	22
FLSA:	Non-exempt	**Eff. Date:**	02/02/2017

GENERAL PURPOSE

Under the general guidance and direction of the Justice Complex Maintenance Manager, performs supervisory duties and operational planning, develops specific preventive maintenance plans, and performs hands-on maintenance and repair duties for the Davis County Justice Complex.

EXAMPLE OF DUTIES

Plans, organizes, supervises, and performs facility maintenance and repairs in the following areas: electrical, mechanical, carpentry, plumbing, equipment installation for air conditioning, heating, ventilation, domestic and chill water, gas pump or tank, painting, storm and sanitary sewage systems, security systems, camera surveillance systems, fire systems, emergency systems, kitchen and laundry equipment, grounds, and other functions as directed. Reviews and tests systems to determine and ensure systems function properly; initiates maintenance and/or repair orders as necessary. Understands and complies with all established policies, procedures, regulations and practices regarding the identified functions.

Assigns and supervises daily work tasks of Building Maintenance Workers, custodians, and inmate workers; monitors work to assure satisfactory completion. Evaluates performance in compliance with Davis County Policies and Procedures; addresses and documents performance problems in a timely manner; disciplines employees as directed and in compliance with all applicable policies, procedures, and practices.

Responds to maintenance emergencies during regular business hours and non-business hours (24 hour on-call basis including weekends and holidays; on-call status is on a rotating basis, responding within a reasonable time period).

Monitors preventative maintenance program to assure cost effective maintenance for facility operations and equipment.

Works closely with the Maintenance Manager in establishing and monitoring projects, budgets, schedules and timely completions. Assists with supervision of contractors; coordinates efforts of other maintenance employees with the work of contractors; monitors the progress of contract work and reports problems in a timely manner.

Understands, reviews, and interprets blueprints, sketches, and schematic diagrams, job orders and various plans as necessary to perform assigned tasks.

Maintains tool and equipment inventory; performs routine maintenance and repairs on hand tools, saws, drills, and other power equipment; ensures equipment is maintained in a safe and proper working condition and/or arranges for repair or replacement.

Performs snow removal during regular business and non-business hours (24 hour period) including evenings, weekends and holidays.

Operates heavy equipment in a safe manner, including, but not limited to, a backhoe, forklift, manual lifts and plow trucks.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High school graduation or equivalent, plus six (6) years of full-time directly related experience in comprehensive public facilities management or maintenance, construction management or a closely related field, one (1) year of which must have included supervisory or lead experience in a related field; an acceptable combination of education and experience may be considered.

Preference for a post high school coursework in building construction management or technology, engineering or closely related field.

2. Special Qualifications:

Must pass a criminal history background investigation.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: construction practices, codes and standards; applicable federal, state and local code compliance, laws and regulations; emergency and preventative maintenance methods and repair strategies; budget requirements, planning and oversight of operation and capital dollars; maintenance of security systems, plumbing and electrical systems, heating/cooling systems; grounds maintenance; cleaning methods, materials and equipment; effective management principles and concepts; effective supervisory principles, practices, and techniques; department and County policies, procedures, and practices; provisions of ADA and OSHA compliance.

Skill in: safe and proper use of hand and power tools, and other equipment common to building and grounds maintenance; operating heavy equipment, including but not limited to, a backhoe, forklift, manual lift, and dump truck; using a keyboard and all applicable computer hardware and software applications, including MS Word and Excel.

This position requires the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: supervise, direct, inspect, and evaluate the work of others; work independently with minimal supervision; train employees; work in a secure facility; work with jail inmates; respond to maintenance emergencies during regular business hours and non-business hours (24 hour on-

call basis including weekends and holidays); interpret, read and work from sketches, diagrams and blueprints; calculate cost estimates of time and materials needed for maintenance and repair work; efficiently use hand and power tools and other equipment requiring a high degree of dexterity; work in inclement weather conditions; use applicable computer hardware and software applications; perform general maintenance and repair duties; lift, carry and otherwise move objects weighing up to 100 lbs.; ascend/descend ladders, stairs, ramps; follow written and oral instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, employees, contractors/vendors, other agencies and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***