

Maintenance Assistant Manager

The Role:

Under the general supervision of the Maintenance Manager, this position is responsible for assisting with the management of the Maintenance Department. This is a supervisory position that involves a variety of administrative and management functions related to the maintenance of water, wastewater, and other facilities. This position is also responsible for developing, maintaining, and documenting procedures and for managing workload assignments for the department. In the absence of the Maintenance Manager this position will serve as acting Maintenance Manager.

Essential Functions:

To perform this job successfully, you must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Assist with planning, organizing and managing the Maintenance Department, including performing supervisory responsibilities for hiring and disciplinary actions.
- Exercise continuous leadership to focus efforts on priorities, training, developing, and communicating with assigned staff as well as assessing performance on a regular basis.
- Provide guidance, leadership, and coaching to the departmental supervisors.
- Develop and maintain Preventive Maintenance Schedule programs for applicable equipment, machinery, and other assets.
- Give direct leadership in assigning tasks; assist with operational control of department activities.
- Inspect work to ensure conformance with instructions and to ensure that tasks are completed and recorded properly.
- Assist with monitoring departmental and service area budget account items.
- Make effective independent decisions representing day-to-day issues that do not require team discussion, input, or agreement.
- Interpret and enforce departmental policies, procedures, and guidelines.
- Ensure that all Authority owned sites are organized, cleaned, and properly maintained.
- Assist with setting up and negotiating necessary service contracts.
- Assist other departments with investigating customer concerns, project review and planning, and safety training.
- Assist customers with repair concerns, restoration issues, customer needs, and maintenance tasks.
- Coordinate the purchase and organization of supplies and materials necessary to complete daily projects.
- Assist with supervising, organizing, and maintaining the parts and equipment inventory.
- Assist with planning for the Authority, both departmentally and with Authority-wide capital improvements.

- Maintain assigned vehicle.
 - Perform other tasks and duties as assigned by the Maintenance Manager.
-

Minimum Qualifications:

- An Associate's degree is highly preferred, and a Bachelor's degree in related coursework is preferred.
 - Three (3) years or more supervisory experience in the maintenance of water and wastewater systems.
 - A valid Virginia driver's license and a Class A CDL with Air endorsement and comply with the Authority's Vehicle and Equipment policy.
 - Must obtain and maintain a Responsible Land Disturber Certification and an Intermediate Work Zone Traffic Control Certification.
 - Must be proficient in the use of Microsoft Office® and must obtain proficiency in all work-related software.
 - Ability to adequately deal with multiple projects simultaneously.
 - Must possess strong human relations and communications skills so as to be able to effectively communicate orally and in writing with all parties involved in a project.
 - Must have advanced reading and mathematical skills.
 - Management skills to effectively train and manage staff on policies, procedures and systems.
 - The ability to establish and maintain effective working relations with staff, customers, other departments and other governmental entities.
 - The ability to interpret and apply administrative and departmental policies and procedures.
 - The ability to analyze situations appropriately and adopt appropriate courses of action.
 - Other skills and knowledge that demonstrate the ability to do the job.
-

Additional Information:

- The person in this position has supervisory responsibility for all Maintenance Department personnel, and they also work in conjunction with the Maintenance Supervisors for the direct supervision of field crew personnel.
 - The position typically requires working Monday through Friday from 7:30 a.m. to 4:00 p.m. with a thirty (30) minute lunch break. This position is subject to being on-call during the off-hours as may be needed for emergency repairs. Position is considered essential personnel.
-

Working Conditions:

The information listed below is representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employee mostly sits and may walk or stand for long periods of time.
- This classification involves frequent physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to express ideas and ability to hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Frequent
Up to 25	Frequent
Up to 50	Occasional
Up to 100	None
100 or more	None

Environmental Exposures	
Work near moving mechanical parts	Occasional
Work in high, precarious places	Occasional
Toxic or caustic chemicals	Occasional
Outdoor weather conditions	Occasional
Extreme Cold, non-weather	None
Extreme Heat, non-weather	None
Noise Level	Moderate

Employment Eligibility/Work Authorization Requirements:

The BRWA is committed to employing only individuals who are authorized to work in the United States and who comply with applicable immigration, employment law, and criminal background clearance. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to employment.

Equal Employment Opportunity Statement:

The Authority is an equal opportunity employer.

Condition of Employment:

This position serves at the will of the Executive Director.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Print Name

Date Signed

Signature