



## Position Description

Title: Assistant Manager – Maintenance Services		
FLSA Class: Non-Exempt	EEO Category: First Mid-Level Officials and Managers	WC Class: 8861
Job Title # 1000182	Salary Grade:	
Date Approved: 3/28/2017		
Revision Date:	Job Class:	
Revision:	Purchasing Level: 1	

### Purpose of Position

The Maintenance Services Assistant Manager performs manual and skilled work in the care of buildings, property and equipment. This position serves as the second in command of the maintenance department and works directly with all departments to coordinate needed maintenance and repairs, including coordination of future projects. External contacts include, outside contractors, suppliers, deliveries and inspectors as assigned. This non-exempt position is supervised by the Maintenance Services Manager.

### Major Duties (\*Essential Element)

- Provides training and coaching to ensure maintenance technicians are willing and able to do their jobs\*
- Ensures safe worksite and practices\*
- Provides direction and management to maintenance technicians in their daily tasks\*
- Manages maintenance and facility improvement projects and vendor relationships\*
- Assures general upkeep, preventive maintenance, and cleanliness for facilities and grounds \*
- Assists the Safety Officer to service the campus environment and implement the preventative safety program\*
- Review and maintain the operation of facility and grounds equipment, and mechanical systems to minimize unplanned downtime, anticipate and solve problems in a timely manner, and to identify opportunities for improvement\*
- Complies with city, county, state, licensing, Joint Commission, and federal regulations relating to maintenance\*
- Other duties as assigned

### Working Conditions

Office environment and field work. Indoor and outdoor work under all weather conditions. Working environment generally favorable. Lighting and temperature adequate. Exposure to dust, elements, and various facilities.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. The position requires constant walking, talking, listening, use of hands to handle or feel, climb, balance, stoop, kneel or crawling tasting or smelling. This position requires frequently lifting over 50 pounds. This position occasionally lifts over 100 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

No

Supervisory Responsibility

Yes

Qualifications

- Possess a current, valid MO driver's license and meet the Great Circle requirements for driver's insurance
- Ability to manage projects, analyze and prepare cost estimates, plan, and present oral and written documentation
- Strong communication, interpersonal, and Customer Service skills

Required Education and Experience

- Degree: HS Diploma/GED with some college courses in maintenance administration or 4 years of progressively responsible experience in construction or maintenance
- Demonstrated knowledge of maintenance and construction methods; local building and safety codes.

Preferred Education and Experience

3-5 years supervisory experience

Experience working in a trauma informed environment with children and families

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

Employee printed name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee signature: \_\_\_\_\_