

BONITA PARK Job Description

Job Title: Maintenance Manager
Department: Maintenance
Reports To: Operations Director
FLSA Status: Non-Exempt
Prepared By: Rusty Robbins
Prepared Date: 3/7/07
Approved By:
Approved Date:

SUMMARY

Plans, directs and supervises the maintenance and repair of all Bonita Park buildings and equipment, by performing the following duties personally or through subordinate staff.

Time use: 5 - 10% management and 90-95% labor, depending on the season.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.
Other duties may be assigned.

Create a maintenance plan to insure the proper and timely maintenance and record keeping for all camp buildings, all camp vehicles, and all camp equipment and tools.

Train and supervise maintenance staff/volunteers and assign to work task.

Process "Maintenance Work Request Forms" in a timely and efficient manner.

Over see the proper staffing, management and organization of maintenance shops.

Stock, organize and manage maintenance supplies.

Inventory all tools and equipment, and be responsible for their proper care and safe use.

Seek certification as a water and wastewater operator.

SUPERVISORY RESPONSIBILITIES

Directly supervises 1-4 employees in the Maintenance Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

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

EDUCATION and/or EXPERIENCE

Associate's degree (A.A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of guests or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, outside weather conditions, and risk of electrical shock. The employee is occasionally exposed to wet and/ or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; and vibration. The noise level in the work environment is usually moderate.