



POSITION TITLE: Assistant Director of Maintenance

DEPARTMENT: Maintenance

STATUS: Exempt

POSITION SUMMARY:

Assists the Director of Maintenance in the planning, administration, and implementation of a comprehensive program of corrective and preventative maintenance for approximately 3,000 units; supervises a staff of approximately six employees in the daily operations of the Maintenance Department.

ESSENTIAL FUNCTIONS:

1. Coordinates the assignment of personnel and equipment within the department.
2. Sets up training programs and monitors all training within the department.
3. Approves all authorized leave requests and overtime authorizations, and reviews accident reports.
4. Works with supervisors and employees to try to resolve grievances in the informal stage, and participates in or attends all formal hearings within the department.
5. Develops, plans, and initiates all broad-based preventative maintenance programs, equipment demonstrations, and non-routine maintenance operations.
6. Monitors and analyzes all department records and reports to determine efficiency and effectiveness of operations; locates and identifies problem areas and trends; shifts resources based on needs.
7. Projects long and short range needs and initiates action that may be required to improve operations.
8. Recommends the schedule for replacement of vehicles, tools, and equipment, based on expected life, repair costs, parts availability, safety, reliability, and suitability.
9. Coordinates, expedites, and follows up on routine and special maintenance tasks through the supervisors; provides technical support to the supervisors as required.
10. Prepares contract specifications. Monitors, inspects, and approves outside maintenance services and damage repairs, technical support, specialized preventative maintenance and corrective maintenance on equipment, facilities, and vehicles.
11. Reviews requests for outside services prior to submission for approval.
12. Conducts meetings and briefings within the department and with other departments, outside agency officials, suppliers, and contractors.
13. Alerts Purchasing Department to unusual changes and future consumptions, additions, or deletions to stock items.
14. Assists in the selection of alternative services, items, standardization, and specification preparation.
15. Manages the pest control department including internal staff, preventative treatments, and external contracts.

OTHER RESPONSIBILITIES:

1. Performs similar job-related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Four (4) year college degree required.
2. Minimum of three (3) years of supervisory experience
3. Minimum of five (5) years of experience working in building maintenance.
4. Valid Massachusetts driver's license.
5. Valid Massachusetts Construction Supervisor's license is a plus.
6. Project management experience, including the ability to plan, supervise, and coordinate maintenance programs.
7. Extensive knowledge of building maintenance principles and practices, and equipment, tools, supplies, and materials used in the construction, maintenance, and repair of buildings.
8. Strong interpersonal communication and supervisory skills.
9. Ability to make oral presentations before large groups.
10. Ability to be relied upon to be available for work.