

CSC Adopted: October 2001 , CSC Revised: _____

Class Title: Maintenance Shop Manager

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Plans, coordinates and directs the maintenance and repair of public buildings and associated structures. Performs preventative maintenance and building upgrades. Assists with special projects and emergency responses.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	L	Manages the daily operations of maintenance shops and staff by reviewing and assigning work requests to the correct shop, allocating resources and manpower, conducting interviews, recommending hiring and firing of employees, conducting performance reviews, and providing guidance and assistance to employees.
2	L	Performs periodic inspections of buildings and structures by meeting with customers and performing building walk throughs.
3	L	Administrates contracts and agreements by writing and managing price agreements and contracts to supplement shops and trades.
4	L	Participates in special projects by reviewing, writing specifications and schedules, coordinating and monitoring contractors, and conducting final inspections.
5	L	Assists in preparing the budget and manages inventory by compiling costs for tools, equipment, special projects, and project repairs, and purchasing inventory as needed.
6	L	Prepares shops and personnel for emergencies by reviewing supplies and personnel assignments, preparing buildings for storms, and making emergency repairs as needed.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Three years experience.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read memorandum, instruction manuals, budgetary specifications, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports, letters, and general correspondence.
Managerial	Managerial responsibilities include scheduling work crews and assigning work duties.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, vendors and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Copier, fax machine, filing, job inspections, job assignments, meetings
Sitting	F	Computer, desk work, answering telephone, meetings
Walking	F	Inter-office, inspecting job-sites
Lifting	R	Paint, equipment, office supplies, files, folders, manuals, tools, measuring tools
Carrying	R	Paint, equipment, office supplies, files, folders, manuals, tools, measuring tools
Pushing/Pulling	R	Test equipment
Reaching	O	Measuring rooms and buildings, office supplies, tools, paint, equipment
Handling	O	Office supplies, files, folders, manuals, tools, measuring tools
Fine Dexterity	F	Computer keyboard, calculator, writing, tools
Kneeling	R	Inspections, maintenance or repair of equipment
Crouching	R	Inspections, maintenance or repair of equipment
Crawling	O	Inspecting facilities
Bending	O	Inspections, maintenance or repair of equipment, retrieval of equipment or tools
Twisting	O	Inspections, maintenance or repair of equipment, retrieval of equipment or tools
Climbing	O	Stairs, ladders, scaffolding, roofs
Balancing	O	On stairs, ladders or scaffolding, on roofs
Vision	C	Computer, desk work, reading, writing, filing, inspections, observations, maintenance or repair work, driving, operation of equipment
Hearing	C	Telephone, co-workers, supervisors, managers, civic league presidents, vendors, facility maintenance personnel, meetings
Talking	F	Telephone, co-workers, supervisors, managers, civic league presidents, vendors, facility maintenance personnel, meetings
Foot Controls	F	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, laser or inkjet printer, copy machine, fax machine, telephone, scanner, Standard Microsoft Windows and Office software, motor vehicle, truck, carpentry tools, paint equipment and materials, PhotoWise, Internet/Intranet, Publisher98

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	M	Dirt and Dust	D	Office Environment	X
Chemical Hazards	M	Extreme Temperatures	D	Warehouse	--
Electrical Hazards	M	Noise and Vibration	W	Shop	X
Fire Hazards	W	Fumes and Odors	D	Vehicle	X
Explosives	W	Wetness/Humidity	W	Outdoors	X
Communicable Diseases	S	Darkness or Poor Lighting	W	Other (see 2 below)	X
Physical Danger or Abuse	N				
Other (see 1 below)	N				

(1)

(2) Recreation centers, Neighborhood centers, athletic fields, parks and playgrounds, schools

PROTECTIVE EQUIPMENT REQUIRED:

Gloves, hard hat, safety glasses, ear protection, dust mask, safety vest

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)