



Town of Medley

Maintenance Department Assistant Director

(\$60,000)

General Function:

Under the direction of the Maintenance Department Director, the Maintenance Department Assistant Director assists in planning, coordinating, supervising, and evaluating the work of employees engaged in the maintenance, repair, and upkeep of Town facilities, grounds, equipment, and related systems. This position supports department operations involving electrical, plumbing, mechanical, and general building maintenance systems; assists with project coordination and contractor oversight; and serves in the Director's absence as assigned. This role also performs administrative, supervisory, and field-related duties as required.

SUPERVISION RECEIVED AND EXERCISED:

This position is classified exempt and reports directly to the Maintenance Department Director.

Essential Functions, Duties and Responsibilities:

- Assist the Director in planning, prioritizing, assigning, supervising, reviewing, and participating in the work of staff responsible for facility maintenance.
- Help coordinate construction projects, remodels, repairs, and other special maintenance-related projects.
- Assist in coordinating and monitoring contractors and vendors providing contract services.
- Inspect maintenance and repair work for completeness, quality, and compliance with department standards.
- Help establish work schedules, service methods, staffing plans, and resource allocation for maintenance operations.
- Assist in identifying department needs for labor, materials, tools, equipment, and contracted services.
- Participate in the development and implementation of departmental goals, objectives, policies, procedures, and service standards.
- Monitor daily operations to help ensure compliance with established policies, procedures, and safety requirements.
- Assist in the preparation, administration, and monitoring of the department budget; review expenditures; prepare cost estimates; and submit recommendations and justifications for equipment, supplies, and repair needs.
- Assist in preparing reports, purchase requests, bid specifications, requests for proposals, and other departmental documents as needed.
- Oversee inventory control for maintenance supplies, parts, tools, and equipment; assist with ordering and procurement activities.

- Help supervise skilled and semi-skilled maintenance personnel and provide guidance on assigned projects and daily work activities.
- Train, mentor, and evaluate assigned staff to ensure conformance with acceptable work methods, safety practices, and Town standards.
- Respond to operational issues, facility-related service needs, and departmental priorities in a timely and effective manner.
- Promote efficient operations, reduced turnaround times, streamlined work processes, and high-quality internal customer service.
- Act on behalf of the Director during absences or as delegated.

Knowledge of:

- Principles and practices of supervision, training, and performance evaluation.
- Basic principles of municipal budget preparation and administration.
- Construction and project management principles.
- Equipment, tools, and materials used in facility maintenance activities.
- Methods, practices, tools, and materials used in building maintenance and repair work.
- Occupational hazards and safety precautions applicable to maintenance and repair operations.
- Basic procurement, inventory control, and contractor coordination practices.

Experience:

- Facility maintenance experience including some supervisory experience.

Skill in:

- Organizing and coordinating maintenance operations and multiple work assignments.
- Using and overseeing the use and care of hand tools, power tools, and maintenance equipment.
- Reviewing maintenance work for quality, accuracy, and compliance.
- Preparing cost estimates, basic reports, and operational recommendations.
- Communicating effectively with staff, contractors, vendors, management, and the public.

Ability to:

- Assist in organizing, implementing, and directing facility maintenance operations and activities.
- Supervise, train, motivate, and evaluate assigned staff.
- Interpret and explain pertinent department policies, procedures, and safety requirements.
- Calculate labor, material, and equipment estimates accurately.
- Communicate effectively in person, by telephone, and in group settings.
- Observe and monitor operations to ensure compliance with operational and safety standards.
- Work safely and make sound decisions in a fast-paced maintenance environment.
- Establish priorities and respond effectively to changing operational needs.
- Maintain effective working relationships with Town staff, contractors, and the public.

Additional Requirements:

- Some positions require the use of Town vehicles on Town business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record.

Physical Demands and Working Environment:

- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Environment:

- Work may be performed in an indoor and/or outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions may be present.

Physical:

- Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; Requires the ability to perform work which involves frequent lifting, pushing and/or pulling of objects which may approximately weigh 25 pounds and may occasionally weigh over 100 pounds. Requires operating assigned equipment and vehicles; and to verbally communicate to exchange information.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

******This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change. ******