

EAST BAY REGIONAL PARK DISTRICT

CHIEF, MAINTENANCE AND SKILLED TRADES

GENERAL FUNCTION:

Under general direction, this position provides direction and overall management of District's facilities maintenance and equipment operation and maintenance programs and related administrative matters. Performs representational duties related to assigned programs.

ESSENTIAL FUNCTIONS:

Serves as a middle manager, directly supervising subordinate maintenance and equipment operations and maintenance sub-program managers. Scope of operations are characterized by responsibility for the management and maintenance of a fleet of 650 vehicles and specialized industrial equipment; and the maintenance, repair and renovation of over 550 buildings, structures and sanitation systems, and 1200 miles of roads and trails. Also, directly supervises a small staff of analysts and office support employees that administers all contracts and temporary encroachment permits related to assigned programs; manages the District's work request processing system; and maintains real property records for assessment and maintenance planning purposes. Exercises second and third level supervisory responsibilities over a large workforce of primarily permanent trades and crafts employees and indirectly over specialized maintenance and repair contractors. Manages assigned programs through coordinated leadership assuring the Department meets specifically assigned on-going and annual operational and financial objectives. Assumes overall responsibility for a large Operating and Capital Budget and develops, justifies and defends proposed budget submissions. Develops, monitors and analyzes the District's deferred maintenance program, prioritizing and determining funding and staffing requirements for senior management consideration and District budgetary planning purposes. Resolves internal problems and issues and coordinates with other District organizations on broader problems and issues. Serves on many internal District committees, working groups and/or ad hoc task forces, providing assigned program expertise and contributing to the attainment of successful results. Assists in the planning of new parks and trails by forecasting additional maintenance, repair, vehicle and equipment costs and staffing associated with expanded park operations.

Individually, serves as a District representative to various park maintenance related external organizations, e.g., local municipalities and special districts, elected officials, park neighbor associations and special interest groups. Assures that District operational and financial interests receive maximum attention and decisions are consistent with overall District goals and objectives. On call to respond to a wide range of potential public operational or maintenance emergencies, as well as disasters caused by fire, flood, earthquake, or other natural events.

MINIMUM QUALIFICATIONS:

Education: A Bachelor's Degree from an accredited college or university in engineering, engineering project management or a closely related field;
and

Experience: Six years of experience in facility maintenance, and equipment operations and maintenance. At least two of the six years must have been at the middle management level.

Substitution: A Master's Degree in engineering, engineering project management or closely related field may be accepted as an equivalent to a maximum of two years of the required six years of experience.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of facility maintenance methods, principles, practices and techniques. Basic knowledge of fleet operations and maintenance methods, principles, practices and techniques. Basic knowledge of business and contract law, various state and local laws, regulations and codes related to performing assigned maintenance and equipment operations functions in a legally compliant manner. Must possess significant knowledge of management and supervisory principles and practices and sound judgment and leadership skills. Knowledge of environmental regulations and working experience with agencies that oversee District work. Well developed verbal and written communication skills and ability to work cooperatively with divergent groups is also required.

SPECIAL CONDITIONS OF EMPLOYMENT:

A valid California State driver's license is a condition of initial and continued employment in this position.

REPORTS TO: Assistant General Manager for Operations

Employment Category: Management, Range MG05
Replaces "Chief, Skilled Crafts and Maintenance"
Adopted by Board: May 21, 2002
Resolution #: 2002-5-111

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