

JOB DESCRIPTION

MAINTENANCE DIVISION MANAGER

The Maintenance Division Manager is a Professional Administrative Management position authorized by the March Joint Powers Commission (JPC) and appointed by the Executive Director of the March Joint Powers Authority (JPA). The person shall be selected after a recruitment process that ensures equal opportunity employment to all candidates in accordance with the March Joint Powers Personnel Rules and Regulations.

The March JPA is responsible for planning and implementing reuse and redevelopment of portions of March AFB that have been declared surplus by the United States Air Force. The Joint Powers Commission is the governing body of the authority.

POSITION

Under general direction, the Maintenance Division Manager will oversee the operations and maintenance of March JPA-controlled properties, equipment, associated infrastructure, and the Landscaping, Lighting & Maintenance District. Under the direction of the Assistant Director, the general tasks to be performed include the following:

Supervises, plans, organizes, and directs the activities and operations of various maintenance functions including streets, sidewalks, traffic signs and markings, storm drains; landscape maintenance, including medians, parkways, and other MJPA right-of-ways; and facilities maintenance as needed.

QUALIFICATIONS

Education and Experience:

1. AA, BS or higher degree or substantial experience in Public or Business Administration, Horticulture, Landscape design or a closely related field is desirable;
2. Six years of related work experience, three of which are supervisory, in the areas of landscape design and installation and horticulture or related field, public works management, facilities management, and/or water and sewer management (an advanced degree in a related field may substitute for a portion of the required experience on a year-for-year basis);
3. Demonstrated experience in coordinating the financial management of federal, state, local, private and non-profit agencies and organizations;
4. Experience in the administration of local, state, or federal government grant programs desirable;

5. Experience in the use of personal computers for project management, data management, and word processing; and
6. Knowledge of the Inland Empire and surrounding areas required.

Licenses and Certificates:

1. Maintain a valid California Driver's License. Class "A" or "B" Commercial Driver's License desirable.
2. Possession of or the ability to obtain within the first six months of date of hire, a Qualified Applicator Certificate or License.
3. Landscape Irrigation Auditor Certification and a State Landscape Contractor's License are desirable.
4. HAZWOPER 40 Hour Certification desirable.

The Maintenance Division Manager must be proficient in:

The "Calsense" Central Irrigation Control System. A minimum of 3 years experience managing multiple Calsense controllers and the use of the Calsense Central Control computer and software. Candidate must be able to review landscape plans, design proper Calsense components and set up all aspects of each controller on the existing Calsense Central Control System.

The Maintenance Division Manager must have sufficient knowledge of:

Principles and practices of accepted public works landscape and irrigation design, construction and maintenance planning, budgeting, contracting and maintenance of public records. State pesticide, herbicide and fertilizer use guidelines and rules as well as city landscape and irrigation guidelines and specifications and principles of storm-water pollution abatement rules and regulations regarding recycled water usage. Principles of budget development and administration, training methods and staff development, safety principles and practices for working in the public right-of-way, including traffic control.

The Maintenance Division Manager must also have the ability to:

Supervise, organize, direct, and review the work of assigned personnel; provide training and guidance to staff. Develop and implement programs, policies and procedures. Analyze complex operational and administrative problems, evaluate alternatives, and recommend effective solutions. Prepare statistical and narrative reports. Read and interpret maps, plans and specifications. Oversee and participate in the development of program budgets. Estimate time, materials and equipment needed to complete projects.

Other Considerations:

1. Demonstrated ability to work with minimal direction to complete independent and varied assignments.

2. Demonstrated experience in project management;
3. Ability to effectively organize contractors to accomplish tasks and contract responsibilities;
4. Experience in employee supervision;
5. Must be flexible in work scheduling, hours of work at the office, etc.;
6. Periodically attend pre/post - business hour meetings; and
7. Maintain excellent public relations skills.

POSITION RESPONSIBILITIES

The following is representative of the Maintenance Division Manager's daily job responsibilities:

- Monitors work plans to achieve assigned goals and objectives;
- Perform a variety of research and technical assignments;
- Assist in budget preparation, grants writing, and fiscal management;
- Develops constructions plans and specifications, landscape design guidelines and work unit policies and procedures; develops, procures, implements and administers landscape maintenance contracts and agreements;
- Develops and administers operating budgets for Landscape and Lighting Maintenance District service area;
- Develops and formulates plans, solicits bids and coordinates construction inspection of the JPA's district program activities in conjunction with participating community areas and neighborhood;
- Research new cost saving methods,
- Review annual engineer's report for maintenance costs;
- Maintain working relationship with consultants, contractors, vendors;
- Maintain reporting compliance as required;
- Perform other related duties, as assigned.

The preceding description of position duties is not all-inclusive. The Maintenance Division Manager must be flexible and able to provide the Assistant Director assistance in varied other activities that may prove to be beneficial to the efforts of the JPA.

SUPERVISION AND AUTHORITY

The Assistant Director supervises the Maintenance Division Manager. The Maintenance Division Manager is authorized to carry out business required by the JPA. This includes, but may not be limited to, the job responsibilities listed above. The level of fiscal and management authority delegated to the Maintenance Division Manager will be established on an ongoing basis to address the changing needs of the JPA.

PERFORMANCE REVIEW

The performance of the Maintenance Division Manager will be reviewed at least annually on the person's anniversary date and at the end of any established probationary period with the JPA. The content of this review will be the basis of salary adjustments, promotions, demotions, or dismissal. The review will be based on the Assistant Director's assessment of the person's effectiveness in performing the duties outlined in this job description.

SALARY AND BENEFITS

The Maintenance Division Manager is a salaried employee. The salary for the Maintenance Division Manager will fall in an approved eight step salary range of \$63,406 to \$89,219 annually.

A benefits package is provided as follows: 100% Employer paid PERS (2.7% @ 55), Flex Benefit Bank, Management Bank, Employer paid Life Insurance, and Employer paid Disability Insurance.

This job description may be amended from time to time to meet the changing needs of the organization.

**The March Joint Powers is an Equal Opportunity employer.
Qualified women, minorities, disabled veterans,
and physically challenged persons are strongly encouraged to apply.**