

## **OPERATIONS MAINTENANCE MANAGER**

Northern Palm Beach County Improvement District is seeking applications for the position of Operations Maintenance Manager. This position is in charge of the aerator maintenance program, working closely with the contractor to coordinate the repair and placement of aerators, as well as prepare the annual budget for the aerator program including an estimate for repairs and additions of new aerators, within budgetary limits and guidelines. There are currently over 600 aerators within the District's jurisdiction. In addition, this position supervises and administers contracts for equipment, building maintenance and reconstruction of new and existing facilities.

The work environment requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions. Must possess highly effective team-building skills with experience in applying approaches, tools, and techniques for working with individuals and teams in a constructive and collaborative manner.

**Minimum requirements:** Minimum requirements include: graduation from high school or an equivalent recognized certification; five (5) years progressively responsible experience in construction, maintenance or other operations related to area of assignment; including one (1) year supervisory experience; or any equivalent combination of related training and experience. A valid Florida's Driver's License with a good driving record is required. Northern Palm Beach County Improvement District is a Drug Free Workplace.

**Starting salary range:** \$55,000-\$68,000, including benefits. **OPEN UNTIL FILLED.** Send resume and application to Northern Palm Beach County Improvement District, 359 Hiatt Drive, Palm Beach Gardens, Florida 33418 or [HR@NPBCID.ORG](mailto:HR@NPBCID.ORG).

Job Type: Full-time

Pay: \$55,000.00 - \$68,000.00 per year

Benefits:

- Health insurance
- Dental insurance
- Employee assistance program
- Life insurance
- Vision insurance
- Disability insurance
- AD&D insurance
- Paid time off
- Retirement plan
- Tuition reimbursement

Schedule:

- 8 hour shift
- Monday to Friday – Generally 7:00 AM – 3:00 PM

Education:

- High School or Bachelor's (Preferred)

Ability to Commute:

- Palm Beach Gardens, FL 33418 (Required)

## **NPBCID POSITION DESCRIPTION**

**TITLE:                    OPERATIONS MAINTENANCE MANAGER**

**REPORTS TO:        OPERATIONS SUPERVISOR**

**SUMMARY:** This is a highly responsible, technical position responsible for assigning, coordinating, supervising contractors and equipment in assigned areas and maintenance operations. The work involves the coordination of contracted work force, materials, and equipment in widely separated geographical areas of the District. An employee in this class is expected to exercise considerable initiative and independent judgment in directing field operations and in resolving work problems in accordance with established policy and procedure. Work is performed under the general supervision of the Operations Supervisor and is reviewed through observations, conferences, and general observation of results obtained.

### **DUTIES AND RESPONSIBILITIES:**

- In charge of the aerator maintenance program, working closely with the contractor to coordinate the repair and placement of aerators. There are currently over 600 aerators within the District's jurisdiction. Prepare annual budget for aerator program including estimate for repairs and additions of new aerators, within budgetary limits and guidelines.
- Supervises and administers contracts for equipment, building maintenance and reconstruction of new and existing facilities.
- Inspects public works to determine maintenance needs; reports major deficiencies to superiors.
- Meets the general public and answers questions. Receives public requests for information and receives any complaints regarding work activities from the central office; reports action and results to superior.
- May remain "on call" 24 hours/day for after hours emergencies.
- Advises superiors of matters that should be conveyed to local officials concerning maintenance and construction activities in their jurisdictions.
- Coordinates equipment repair and maintenance; orders or requisitions equipment and materials.
- Assists Director of Operations and District Engineer with NPDES program compliance.
- Responsible for the examination of specific units of development, specifically maintaining an awareness of all District improvements, and permitted activities that may impact the operation and maintenance of District facilities.
- Assist with the inspection and approval permitted activities upon their completion, and notify and coordinate with the Project Coordinator and District Engineer on non-permitted activities, or where permitted activities are not being constructed in accordance with District policies or permit conditions.
- Performs other duties as required.

**ABILITY TO:**

- Analyze and define complex problems, evaluate alternatives, and provide solutions;
- Communicate both orally and in writing at the level appropriate for the audience;
- Read, interpret and apply complex technical publications, manuals, electrical drawings, and other documents in performance of assigned tasks;
- Adapt and apply new technologies;
- Prepare clear and concise technical reports and correspondence;
- Plan, organize, and schedules work to meet deadlines;
- Review, check, and inspect the work of contractors and consultants;
- Develop budgets and perform project oversight;
- Establish and maintain effective working relationships with employees, consultants, and vendors.

**PHYSICAL AND SENSORY REQUIREMENTS:**

- Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens;
- Ability to speak and hear at normal conversational levels in person and over the telephone;
- Manual dexterity to write legibly and to use calculators, computer terminal, and other general office machines;
- Ability to lift and carry up to approximately fifty pounds; and to reach, bend, or crouch to use files and records;
- Ability to walk on uneven and slippery surfaces;
- Ability to withstand exposure to outdoors and high noise levels as created by large pumps;
- Ability to travel to different sites and locations; and wear required PPE;
- Ability to climb ladders and work from heights in excess of 8 feet.

**EDUCATION AND EXPERIENCE:**

- Thorough knowledge of the operating characteristics and maintenance requirements of the methods, equipment and materials used in facility maintenance.
- Ability to understand, interpret and effectively carry out written and oral instructions accompanied by construction plans, blueprints or sketches.
- Ability to maintain work records and to prepare written reports of activities using computer technology such as Microsoft Word and Excel and proficient with computer and mobile device technology.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Graduation from high school or an equivalent recognized certification.
- Five (5) years progressively responsible experience in construction, maintenance or other operations related to area of assignment; including one (1) year supervisory experience; or any equivalent combination of related training and experience.
- NPDES County and State Certification within 6 months of start date.
- Ability to work nights and weekends during emergencies.