

ADAMS COUNTY
SUMMARY JOB DESCRIPTION

Position: Maintenance Analyst
Department: Public Works

Position Number: 1101
Classification: Exempt
Employee Salary Schedule
(EE3)

1.0 MAJOR FUNCTION AND PURPOSE

The Maintenance Coordinator will be responsible for assisting in coordinating, planning, and organizing road maintenance activities and the maintenance management program on a countywide level.

2.0 SUPERVISION RECEIVED

The position is given discretion, within the scope of policy and regulations, in the routine performance of their duties and receives supervision and guidance from the Director of Public Works and the County Engineer.

3.0 SUPERVISION EXERCISED

Persons in this position do not supervise any employees on a regular basis, but may supervise maintenance districts and/or special project employees on a temporary interim as needed basis.

4.0 SPECIFIC DUTIES AND RESPONSIBILITIES

The following duties are not inclusive of all the duties the incumbent may be assigned to perform.

- Create, budget, coordinate, analysis, review, and report on countywide programs which include -
 - Weed Spray
 - Traffic Striping
 - Pre – level
 - Soil Stabilization
 - Grass Seeding
 - Crack sealing
 - Sealcoat
 - Anti / De-Icing
- Coordinate maintenance management principles to all county road operations by planning, organizing, directing, and controlling a formal maintenance management system in a countywide format.
- Assist management in preparation of maintenance budgets.
- Coordinate, and assist management in the hiring process of maintenance employees both seasonal and full time.
- Act as a central coordinator for all citizen requests for information and complaints.
- Oversee and coordinate load restrictions throughout the entire county.

- Work with engineering staff and other departments to develop maps of various types. (Snow plow, mail route, school bus, load restrictions, etc.)
- Act as the training coordinator for all training efforts within the maintenance department. (Hearing tests, first aid, flagging cards, weed spray, etc.)
- Collect information and order materials on a countywide basis for all maintenance districts. (Weed spray, traffic paint, culverts, snow stakes, vests, etc.)
- Plan, estimate, and setup special maintenance projects on a needed basis.

5.0 REQUIRED KNOWLEDGE AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Ability to cultivate and maintain cooperative and effective working relationships with district supervisors, management staff, department heads and employees.
- Ability to accurately analyze problem situations and recommend an effective course of action.
- Ability to listen to suggestions and relate new ideas into programs in an efficient and effective manner.
- Ability to communicate effectively in written and oral form to a diverse audience, and to prepare and analyze technical and administrative reports, statements and correspondence.
- Effective organization and expression of ideas through use of oral and written communications.
- Effective presentation of information to top management and citizen groups.

6.0 MINIMUM QUALIFICATIONS

The successful candidate will have a Associates degree in civil engineering or a related field, with 2 or more years of extensive experience in maintenance management or 4 or more years of experience at a level deemed equivalent to a Maintenance District supervisor.

The candidate must have a valid Washington State Drivers license and a valid Washington State or equivalent Traffic Control Card

7.0 DESIRABLE QUALIFICATIONS AND ABILITIES

Six years progressively responsible related experience including 2 years as a maintenance manager in a similar size organization.

A Class 'A' CDL endorsement with a valid Washington State driver's license and a valid Washington State pesticides license.

8.0 WORK ENVIRONMENT

While performing the duties of this job, the employee works in an office and field environment.

This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.¹

¹ Major modifications to 11/14/94 description – supervision eliminated. Adopted Amended under R-70-03 with pay set at Range 17.

Placed on Mid-Management Salary Schedule effective 01/01/06 at EE3.