



**POSITION DESCRIPTION**

**Title: Assistant Maintenance and Operations Manager**

**Department: Maintenance and Operations**

**FLSA Classification: Exempt**

**Bargaining Unit: None**

**Work Year: 12 Month**

**Reports to: Executive Director of Facilities, Maintenance, and Operations or Maintenance and Operations Manager**

**Board Approval Date: 1/28/2026**

**Salary Grade: Scheduled Management Range 4**

**Primary Function:**

The Assistant Maintenance and Operations Manager supports the Maintenance and Operations Manager in all aspects of daily maintenance, repairs, and operational tasks. This role involves supervising a team of maintenance technicians, grounds, and custodial staff, coordinating projects, ensuring safety and compliance, and responding to after-hours emergencies. The ideal candidate is a hands-on leader with strong technical knowledge, excellent problem-solving skills, and a commitment to operational excellence.

**Essential Job Functions include, but are not limited to the following:**

- **Team Leadership and Supervision:**
  - Supervise and provide guidance, direction, and training to maintenance technicians and other staff members.
  - Assist in creating work schedules, delegating tasks, and monitoring work to ensure timely completion.
  - Conduct performance evaluations, provide coaching, and foster a positive, productive, and safe work environment.
- **Maintenance and Operations Management:**
  - Oversee and perform preventative, corrective, and routine maintenance on all facilities, machinery, and equipment.
  - Track and manage all work orders and maintenance records using a Computerized Maintenance Management System (CMMS).
  - Assist in implementing and tracking a preventative maintenance (PM) program to minimize downtime and control costs.
- **After-Hours and Emergency Response:**
  - Be available and respond promptly to emergency calls and after-hours maintenance assignments on a rotating on-call schedule.
  - Troubleshoot and diagnose emergency issues, such as problems with HVAC, electrical, or plumbing systems.

- Coordinate necessary repairs and communicate status updates to management.
- **Vendor and Inventory Management:**
  - Assist with budgeting, cost control measures, and the procurement of maintenance supplies and parts.
  - Monitor and manage inventory levels to ensure an adequate supply while avoiding shortages.
  - Coordinate and oversee work performed by outside contractors, ensuring compliance with company guidelines.
- **Safety and Compliance:**
  - Ensure strict adherence to all safety regulations, company policies, and quality standards (e.g., OSHA).
  - Conduct regular facility inspections to identify maintenance issues, safety hazards, and areas for improvement.
  - Assist in developing and training staff on safety procedures, including lockout/tagout (LOTO) protocols.
- **Reporting and Administration:**
  - Generate reports on operational performance, labor costs, and parts usage for management.
  - Maintain and update documentation related to maintenance activities and equipment history.
  - Step in for the Maintenance Manager during absences, ensuring the continuity of operations.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

- A minimum of 3+ years of progressive experience in a maintenance or related field, with prior supervisory experience preferred.
- Strong technical expertise in a variety of trades, such as HVAC, electrical, plumbing, carpentry, and general repairs.
- Proficiency in using maintenance management software (CMMS) and Microsoft Office Suite.
- Excellent problem-solving, time-management, and organizational skills.
- Exceptional communication and interpersonal skills for interacting with staff, management, and vendors.
- Ability to work in a fast-paced environment and handle multiple tasks under pressure.
- Physical ability to perform manual labor, lift heavy objects, and work in various indoor and outdoor conditions.
- A valid driver's license and a clean driving record.

### **Knowledge and skills**

- Knowledge of: Chemicals and cleaning supplies, custodial equipment, and best practices regarding the use of custodial labor.

- Skills: Supervisory skills; management skills, such as planning and organizing; strong oral and written communication skills; and the ability to train new employees are required.
- The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.

### **Work Environment**

This is an on-site position that may require flexibility to work various shifts, weekends, and holidays. The role involves being on call to respond to after-hours maintenance emergencies. The environment can be demanding and requires handling multiple tasks and unexpected situations.

### **Physical Abilities**

- Inspect documents and other written materials with fine print.
- Communicate to exchange information in person, in small groups, and/or on the telephone.
- Move about the facilities to conduct work including, walking, standing, remaining seated, reaching with arms and hands, stooping, kneeling, crouching, climbing and remaining in a stationary position for long periods of time.
- Operate office equipment requiring repetitive hand movement and fine coordination.
- The ability to operate custodial equipment.
- The ability to lift up to 50 lbs.