

Oakley City  
Job Description  
**JOB TITLE: Facilities Maintenance Manager**

---

<b>SALARY LEVEL:</b>	\$15 - \$25 Per Hour	<b>DEPARTMENT:</b>	Maintenance
<b>SHIFT:</b>	As Needed	<b>SUPERVISOR:</b>	Mayor
<b>PREPARED BY:</b>	Human Resources	<b>DATE:</b>	February 6, 2017

**SUMMARY:** Under the direction of the Mayor, this position is responsible for supervision of all duties associated with day-to-day operations and maintenance of the Oakley City facilities, property and equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: Other duties may be assigned.

- Responsible to create and manage annual budget approved by city council.
- Responsible for the operation and maintenance of sewer and water treatment plants.
- Responsible for the maintenance and repairs of all city properties.
- Coordinate with the department of corrections to complete projects as needed.
- Provide seasonal maintenance for City facilities such as plowing city roads, sprinkling system irrigation system and other properties.
- Inspect City facilities and equipment for proper operation and maintenance.
- Maintain City grounds, fair grounds and parks for cleanliness and special events.
- Perform sampling of water and wastewater treatment plants. Maintain sewer and water infrastructures.
- Review and evaluate all operations reports for the water and wastewater treatment plants.
- Monitor all plant process and recommend changes to operations as well as changes or modifications to (SOP) standard operating procedures.
- Keep operations records and files current, complete and accurate.
- Report to the City Council and attend other meetings as needed.
- Supervise and train other maintenance employees as needed.

**SUPERVISOR RESPONSIBILITIES:** Directly supervises maintenance employees. Including: planning, assigning, directing work and training employees. Carries out supervisory responsibilities under the direction of the City Mayor in accordance with the organization's policies and applicable laws.

**QUALIFICATION REQUIREMENTS:** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High School Diploma or general education degree (GED) plus possess a valid Utah Driver's License. Must be proficient with Microsoft Office. Salary is \$15.00 to \$25.00 per hour depending on experience.

**CERTIFICATIONS:**

Utah Wastewater and Water Certificates preferred or must obtain a grade I certification within a year.

**LANGUAGE SKILLS:** Ability to read in English and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports, work orders and correspondence in English. Ability to speak effectively before groups of customers or employees in English.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as flows, proportions, percentages, area circumference, and volumes. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to stand; walk; sit; and use hands to handle or feel objects, tools, or controls; and reach with hands and arms. The employee is frequently required to climb ladders, balance, stoop, kneel, crouch, crawl, push and pull objects and valve operators. The employee must frequently lift up to 75 lbs., and move up to 100 lbs.

**WORK PERFORMANCE:** Work performance will be evaluated regularly covering the following areas, as well as other areas. Job knowledge, Attendance, Quantity of Work, Quality of Work, Safety, Cooperation and obtain necessary certifications. It is essential that employees be able to perform their tasks at the highest level of performance.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, Occasional fumes or airborne particles, frequent outdoor weather conditions, occasional risk of electrical shock, frequently subject to oils(mechanical), occasional toxic or caustic chemicals, vibration, work in high places, frequent work near moving, mechanical parts, occasional work in hazardous traffic conditions, work in confined spaces.