



Fair Oaks Water District Job Description

POSITION TITLE: Maintenance Administrator
DEPARTMENT: Maintenance
FLSA STATUS: Non-Exempt
DIRECTLY REPORTS TO: Maintenance Supervisor
DIRECTLY SUPERVISES: N/A
Job Description Date: April 7, 2009
Annual Salary Range: \$44,899 - \$56,124

GENERAL STATEMENT OF JOB:

Under general supervision of the Maintenance Supervisor, reviews and negotiates contracts and forwards for approval. Handles procurement for the District and coordinates with other government entities to maximize savings on purchases. Develops requests for proposals and handles the bidding process. Maintains and records District inventory. Assigns and dispatches workload to field personnel; assists with customer work requests, work orders and scheduling appointments. Maintains a current MSDS database in accordance with regulatory requirements and assists in maintaining a list of fixed assets in accordance with District policies and procedures. Performs any other related duties that may be required.

ESSENTIAL FUNCTIONS:

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge, the skills typically required and the scope of responsibility. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Administers District contracts with vendors, contractors and consultants.
2. Investigates and develops professional relationships for the supply of service and materials for the benefit of the District.
3. Purchases materials and supplies, including but not limited to waterworks materials, uniforms, office supplies, safety gear, fuel products, tools and equipment needed by the District.
4. Maintains supply source information for District use.
5. Expedites procurement of materials and supplies; plans for the future needs of materials and supplies.
6. Organizes and provides direction for the receiving, storing, and issuing of inventory; including the verification of the quantity and quality of each delivered product.
7. Performs regular material audits to insure control and systems accuracy. Keeps a complete physical count for annual auditing purposes.
8. Completes monthly reconciliation of the District's inventory.

9. Completes annual reconciliation of the District's inventory.
10. Prepares and completes formal purchasing bids and formal bidding of facilities services and maintains the contracts. Prepares bids for purchases of services and materials.
11. Maintains an approved contractor and consultant database.
12. Assists in maintaining a list of fixed assets in accordance with District Policies and Procedures.
13. Maintains a current MSDS database in accordance with regulatory requirements.
14. Guides employees in the general maintenance and repair of District facilities.
15. Instructs Inventory personnel as to the manner in which projects are to be carried out; reviews and inspects progress and quality of work; enforces the standards of the District.
16. Conducts staff meetings and initiates training sessions.
17. Assists the Maintenance Supervisor and Management Team with long range planning of District inventory systems and contract administration.
18. Assigns and dispatches workload to field personnel via various communications devices.
19. Researches customer accounts regarding complaints/inquiries.
20. Runs and interprets various reports to monitor workload and work order completion; temporarily modifies workloads to correct issues when needed.
21. Assists field customer work requests, work orders and scheduling appointments.
22. Prepares and makes recommendations for the budget of departmental expenditure requirements, including equipment and projects.
23. May provide customer service and office back-up for the District as needed.
24. May work overtime as required with additional compensation
25. Adheres to all policies, procedures & standards of FOWD and pertinent federal, state, local laws relating to position functions.

MINIMUM TRAINING AND EXPERIENCE:

- Intermediate to advanced knowledge of current Microsoft Office applications
- Intermediate knowledge of Microsoft Great Plains computer program
- Advanced course work in purchasing and inventory practices
- Minimum 5 years progressive experience in materials management and/or purchasing
- Ability to add, subtract, multiply, divide; calculate decimals, ratios, percentages, and fractions rapidly and accurately.
- Knowledge of tools, equipment and materials commonly used in water utilities and general maintenance
- Knowledge of operation of mechanical and motorized equipment
- Knowledge of basic accounting procedures
- Graduation from high school or equivalent; Associates Degree or higher desired.
- Any combination of training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements.

SPECIAL CERTIFICATES:

- Grade One Water Distribution Certification from California Department of Health Services
- Forklift Certification
- Valid California Driver's License Class B or higher required.

PHYSICAL REQUIREMENTS:

- Have adequate physical strength and agility for everyday warehousing activity.
- Physical ability to operate various types of equipment such as forklift, metering equipment.
- Extended periods of walking, standing and sitting
- Use fine and gross motor coordination in using numerous maintenance, power and hand tools, and equipment and machinery.
- Travel regularly by vehicle for District related duties and activities
- Exert considerable physical effort involving stooping/kneeling, pushing/pulling, climbing/balancing and lifting/carrying
- Differentiate between and perceive color, sound, smell, taste, and form.
- Operate a variety of automated office machines.
- Operate light to heavy motorized construction equipment.
- 20/20 sight preferred or equivalent using corrective lenses as necessary.

ENVIRONMENTAL ADAPTABILITY:

- Work both indoors and outdoors, during all types of weather.

Fair Oaks Water District is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. District policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, nation origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful. In compliance with the American Disabilities Act, Fair Oaks Water District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective employees and incumbents to discuss potential accommodations.

I have received, read and understand the above job description.

Name (Please Print):

Signature:

Date:

Supervisor Name (Please Print):

Signature:

Date:

General Manager: Tom R. Gray

Signature:

Date:
