

Housing Authority of City of Milwaukee

CLASS SPECIFICATION TITLE: Assistant Maintenance Operations Manager

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>	<u>Department</u>	<u>Reports To</u>
C	4	1	Non-Exempt	Maintenance Operations	Maintenance Manager

CLASS SUMMARY:

This position is responsible for assisting in the management of department operations. Responsibilities may include supervising staff; monitoring operations; and approving requisitions for supplies.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1.	Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; coordinating staff training; and implementing hiring, discipline, and termination procedures.
2.	Monitors daily operations of an assigned department to ensure proper functioning.
3.	Coordinates boiler, elevator, and other inspections and/or certifications for all buildings.
4.	Schedules staff for recertification and other training as needed.
5.	Reviews and approves purchases of supplies in accordance with available budget.
6.	Inspects staff work to ensure proper completion.
7.	Performs other duties of a similar nature or level.

TRAINING AND EXPERIENCE (positions in this class typically require):

Up to one year of specialized or technical training beyond high school; 3-5 years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS (positions in this class typically require):

Licensing Requirements:

- None

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Supervisory principles and practices;
- Applicable federal, state, and local laws, rules, and regulations;
- Standard budgetary principles;
- Computers and related software;
- Customer service principles;
- Methods of monitoring daily operations;
- Methods of inspecting staff work.

Independent Judgment/Decision Making/Problem Solving:

Performs tasks and duties under general supervision, using established procedures and some innovation. Chooses from limited alternatives to resolve problems. Occasional independent judgment is required to complete work assignments. Often makes recommendations to work procedures, policies, and practices. Refers unusual problems to supervisor.

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SKILLS (position requirements at entry):

Skill in:

- Supervising staff;
- Reviewing purchase requisitions for feasibility;
- Using computers and related software;
- Providing customer service;
- Monitoring daily operations;
- Inspecting staff work;
- Coordinating work across departments;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

SIGNATURES:

EMPLOYEE

SUPERVISOR