



MAINTENANCE DIRECTOR

CHARACTERISTICS OF WORK:

This work entails responsibility for directing a statewide program of maintenance and repair of state-owned buildings, equipment, and maintenance. Work includes determining maintenance requirements and developing improvements in the design and use of buildings and equipment. Supervision may be exercised over maintenance repairmen and mechanics.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Bachelor's Degree from an accredited four-year college or university in Engineering, Construction, or Mechanical Technology;

AND

Experience:

Three (3) years of experience related to the described duties.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Seven (7) years experience related to the described duties, four (4) years of which must be directly related.

Certification/Licensure:

Applicant must possess a valid, Mississippi Driver's License.

Substitution Statement:

Related education and related experience may be substituted on an equal basis, except four (4) years which must be directly related.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Heavy Work: May frequently exert force equivalent to lifting up to approximately 50 pounds and/or occasionally exert force equivalent to lifting up to approximately 100 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to stand; walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to sit; climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Accountability: Accepts responsibility for actions and results.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

TECHNICAL COMPETENCIES:

Mechanical: Possesses knowledge of machines and tools, including their designs, uses, benefits, repair, and maintenance.

Has an advanced working knowledge of the tools and equipment that are used on the job. May develop methods of improving existing equipment and designs new equipment to facilitate the agency's program.

Managing Human Resources: May plan, coordinate, and monitor work assignments of others; may evaluate work performance and provides feedback.

May assign and inspect work of subordinates. May train subordinates. May evaluate performance of subordinates.

Inspecting Equipment, Structures, or Material: Inspects equipment, structures, or materials to identify the cause of errors or other problems or defects.

Inspects equipment and physical facilities for deficiencies. Determines maintenance requirements.

Technical Competence: Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; advises others on technical issues.

May develop preventative maintenance procedures for /statewide use by the agency. Schedules replacement of obsolete and damaged equipment and arranges for its disposal. May instructs subordinates on work methods.

MANAGEMENT COMPETENCIES:

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions.

Macro Oriented: Exercises good judgment; makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise.

Working Through Others: Supports, motivates, and is an advocate for staff.

Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others. Monitors workloads and provides feedback.

Results Oriented: Plans effectively to achieve or exceed goals; sets and meets deadlines.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Determines maintenance requirements of state-owned buildings and equipment
2. May supervise maintenance repairmen and mechanics.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

May develop preventive maintenance procedures for statewide use by the agency.

May develop methods of improving existing equipment and designs new equipment to facilitate the agency's program.

Inspects equipment and physical facilities for deficiencies.

Schedules replacement of obsolete and damaged equipment and arranges for its disposal.

Ensures safety procedures are maintained.

May assign and inspect work of subordinates.

May train and instruct subordinates in work methods.

May evaluate performance of subordinates.

May oversee lease property for facilities or issues.

Works with other federal and state agencies in order to repair, replace, or rebuild equipment or structures.

Maintains knowledge of applicable codes (building, expense, etc.) and county regulations.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.