Title: Director of Maintenance

BRIEF DESCRIPTION:

The purpose of this position is to manage $4 billion in infrastructure assets, to minimize their total cost, to maximize service benefits, improve operational safety, identify and implement projects enhancing assets, and to manage the delivery of maintenance services on nearly 1,100 lane miles and several facilities in six counties across the DFW metroplex. This is accomplished by managing consultants and divisions responsible for maintenance, improvements, updating inventories and condition assessments, developing asset preservation plans, forecasting deterioration curves, setting strategic goals and objectives, managing major project and budgets, and implementing programs to maintain, repair or enhance the assets. Other duties include interaction with executives, departments and the board, preparing and presenting board agenda items, identifying and communicating initiatives, and participating in organizations and on special projects.

ESSENTIAL FUNCTIONS:

- Directs the operations of the division by developing and managing budgets, establishing performance standards and asset condition goals, responding to customer service requests, measuring maintenance performance, supervising the work order systems, setting division goals and promoting safety awareness and developing safety procedures and policies.
- Coordinates with engineering group to establish asset condition level goals, conduct inventory and condition assessments, develop asset preservation plans, and identifying capital projects for implementation.
- Completes administrative activities by processing employee information and time and attendance, answering department correspondence, maintaining files and records, and establishing performance standards.
- Prepares for board and committee meetings by developing and presenting agenda items, completing budgets, inspection and special reports, recommending contract or bid awards, approving contracts, presenting studies and reports, and preparing miscellaneous briefings.
- Completes special projects and studies by managing emergency repair contracts, assessing damage and operational impacts, identifying and implementing appropriate incident response, and contracting for professional services.
- Directs winter weather operations of the division by developing and managing performance standards and applications.
- Responsible for managing large teams across multiple locations.
- Ability to cope with job related stress including but not limited to deadlines, customer, supervisory and staff interactions, multi-tasking and high work volumes is required.

JOB REQUIREMENTS:

- **Education requirements:** Bachelor’s degree or higher in Engineering or related scientific field; Must be licensed Professional Engineer (PE) in State of Texas or must be able to obtain PE license in State of Texas within 6 months of employment.
- **Experience:** At least ten years related experience
- **Certification & Other Requirements:** Valid driver’s license
KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents.
- Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables.
- Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.
- Ability to present updates, contracts, budget, etc. to executives, departments and the board as well as leading department meetings, industry forums and special projects.
- Advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide.
- Ability to manage and monitor work performance of a department including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
- Collaboration skills with others both inside and outside the organization which requires exercising participative management acumen which supports team efforts and quality processes.
- Knowledge of and ability to direct large departmental budgets with responsibility for final recommendations for executive team and assure that appropriate linkages exist between budget goals, funding limitations and services levels adopted to meet specific department and organizational goals.

PHYSICAL DEMANDS:

- Frequent Physical Demands:
  - Standing, Sitting, Walking, Handling/Hand Dexterity, Twisting, Vision, Hearing, Talking, Driving
- Occasional Physical Demands:
  - Pushing/Pulling
- Infrequent Physical Demands:
  - Lifting, Carrying, Reaching, Kneeling, Crouching, Bending, Climbing, Balancing

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