

SNOHOMISH COUNTY CLASS SPECIFICATION

MAINTENANCE PLANNING MANAGER - PUBLIC WORKS

Spec No. 1062

BASIC FUNCTION

To develop, implement and monitor planning and scheduling systems to facilitate the effective assignment of workload and resources in the Maintenance and operation Division.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Prepares work schedules and assists in redistribution of resources; assists in the prioritization of work assignments; coordinates input and requirements of other divisions affecting workload.
2. Directs the preparation of reports pertaining to schedule accomplishment, resource utilization and cost effectiveness.
3. Prepares the division budget submittal; evaluates and recommends staffing requirements; develops program goals and objectives.
4. Conducts studies of specific management problems and prepares reports of findings and recommendations.
5. Convenes and facilitates the work standards review team to evaluate existing work methods and procedures and recommend methods improvements.
6. Reviews and approves purchase orders, requisitions, employee time-sheets and material withdrawal sheets.
7. supervises and evaluates the work of subordinate employees; advises, assists and trains subordinates as necessary; participates in the selection of new employees and makes recommendations regarding the hiring, discipline, transfer and termination of subordinate employees.
8. Performs other related duties as required.

MINIMUM QUALIFICATIONS

Two (2) years of supervisory or managerial experience in road and related facility maintenance and repair; AND, one (1) year experience in a variety of both personal and mainframe computer applications; OR, any combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A State of Washington Driver's License is required.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- the elements of systems analysis, methods and procedures analysis, research methods, operations research and statistics;
- the principles and practices of organization, administration and management;
- the principles and practices of budgeting and office management;
- the use of computer technology.

Ability to:

- effectively train, supervise and evaluate the work of subordinate employees;
- observe trends, analyze data, form conclusions and make effective recommendations for the resolution of complex and difficult management and operational problems;
- plan and organize the work of others;
- work under pressure and meet deadlines;
- plan and conduct management analyses, investigations and surveys;
- present study findings, conclusions and recommendations effectively both orally and in writing;
- read, interpret and evaluate complex technical and statistical materials;
- establish and maintain effective working relationships with associates, higher management, subordinates, representatives of other departments and agencies and outside consultants.

SUPERVISION

The employee receives administrative direction from the Road Maintenance Director. The work is performed with considerable independence and is reviewed through status reports, staff meetings and observation of results obtained. Direct supervision is exercised over technical and clerical staff.

WORKING CONDITIONS

The work is performed primarily at the Snohomish Road Shop with field trips to work sites throughout Snohomish County. The employee is required to work evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: January 1987

Previous Spec No. 260205

EEO Category: 8 – Service and Maintenance Workers

Pay Grade: 112 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous