

**CLASS TITLE: ASSOCIATE ADMINISTRATOR FOR
 MAINTENANCE AND PLANT
 OPERATIONS**

**Class Code: 02821500
Pay Grade: 30A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Mental Health, Retardation and Hospitals, to be responsible for administration of maintenance operations, including physical improvements, new construction, modifications, maintenance and repairs to an extensive physical plant; to administer power plant and waste water treatment operations; and to do related work as required.

SUPERVISION RECEIVED: Works under the supervision of an administrative superior with considerable latitude for the exercise of initiative and independent judgement; work is reviewed for conformance to department, local and state regulations, policies and standards; work must comply with Bonding provisions and all regulations and codes of the Health Department, Fire Safety, the Building Commission and Environmental Management.

SUPERVISION EXERCISED: Plans, assigns and reviews the work of maintenance and skilled trades workers, power plant and wastewater treatment operators; supervises and inspects the work of contractors employed by the department for construction and maintenance work..

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the administration of maintenance operations, including physical improvements, new construction, modifications, maintenance and repairs to an extensive physical plant.

To administer power plant and wastewater treatment operations.

To play a lead role in the preparation of specifications and drawings for construction and maintenance projects.

To confer with architects and contractors as to the preparation and interpretation of plans and specifications.

To insure that construction and other projects conform to the relevant local, state and Federal laws and regulations such as safety and building codes, and to the requirements of the Health Department, Environmental Management, O.S.H.A., and others, as relevant.

To consult with departmental officials to determine problems and concerns regarding the physical plant and to develop responses to those concerns.

To prepare reports and submit recommendations for expansion, improvements and modifications of the department's buildings, equipment, power plant and wastewater treatment facilities.

To prepare construction, renovation and maintenance program and operating budgets.

To insure that supplies and materials are available to support project implementation and program operations.

To provide approval of vouchers for payment to architects, contractors, attorneys, and skilled-trade workers.

To direct all staff assigned to the construction, maintenance, power plant, wastewater treatment and related departmental operations, as assigned.

To oversee laundry, motor pool, grounds maintenance, and other similar functions, as assigned.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPABILITIES: A thorough knowledge of the principles, methods and practices employed in the management and administration of a comprehensive program of construction, maintenance and power/wastewater treatment plant operations; the ability to apply this knowledge to the direction of a professional, technical and trades staff engaged in providing such a program; the ability to analyze problems and systematically develop problem resolutions; the ability to establish and maintain effective working relationships with state employees, contractors, regulators and the public; the ability to develop specifications and plans, and to oversee and inspect the work of contractors hired by the department; the ability to prepare written reports containing recommendations for the expansion, improvement or modifications of buildings, facilities and equipment; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a vocational or technical high school or possession of a Bachelor's Degree; and

Experience: Such as may have been gained through: considerable employment in the supervision and management of facility construction, maintenance and plant operations.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: November 19, 2000

Editorial Review: 3/15/03