

FACILITIES/MAINTENANCE OPERATIONS MANAGER

Basic Purpose:

The position assigned to this job is responsible for planning, coordinating and directing overall activities related to the maintenance and repair of state-owned buildings, facilities, grounds and equipment.

Typical Functions:

- Completes reports of equipment operations, of installation and maintenance work performed and of materials, supplies and equipment used.
- Inspects existing buildings and structures to determine repair and maintenance needed.
- Assists in completing surveys of agency buildings and structures in order to develop a maintenance schedule and to ensure the adequate maintenance of existing facilities.
- Maintains ongoing communication with staff and facilities. Informs Administrator of Field Operations of pertinent matters regarding staff and work projects. Prepares monthly maintenance update reports.
- Ensures division operations are consistent with existing laws, rules, regulations, policies, procedures and industry guidelines; participates in budgeting and planning for future operations.
- Conducts inspections of buildings, premises and equipment; determines requirements for maintenance, construction or renovation projects; makes estimates of costs for labor and materials; inspects work in progress and upon completion for code compliance.

Knowledge, Skills, and Abilities:

Knowledge of supervisory principles and practices; of the maintenance and repair of buildings, grounds or utility systems, such as heating or steam generating, refrigeration, sewage, water treatment or electrical power generating and distribution; and of building codes. Ability is required to analyze maintenance needs; to set priorities for crews of workers; to communicate effectively, both orally and in writing; and to establish and maintain effective working relationships with others.

Oklahoma Department of Corrections
Unclassified Job Descriptor

FACILITIES/MAINTENANCE OPERATIONS MANAGER

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Five years of experience in skilled building trade or maintenance work involving the construction, maintenance, alteration and/or repair of buildings, grounds and utilities, including two years in a supervisory capacity; including two years of supervising employees or contractors in one of the fields listed above; or an equivalent combination of education and experience, substituting one year of college or technical school training in the building or construction trades for each year of the required non-supervisory experience.

Applicants must be willing and able to perform all job-related travel normally associated with the position.