

NEW CASTLE COUNTY GOVERNMENT

Number 0668

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CLASS SPECIFICATION

Date 05/01/01

Title: CHIEF OF FACILITY MAINTENANCE

Approved:



GENERAL STATEMENT OF DUTIES: Performs responsible administrative and professional engineering work in planning and directing the activities of maintenance and energy efficiency programs of facilities and equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class analyzes the comprehensive, operational, and maintenance need of various public works' facilities and equipment. This employee is responsible for implementing an appropriate program for operation, maintenance and energy efficiency of the individual needs of each facility under the employee's jurisdiction. Responsibilities include the direction and coordination of subordinate professional, technical, supervisory and support staff.

EXAMPLES OF WORK: (Illustrative only)

- Oversees the operation and maintenance of mechanical and related facilities such as treatment plants and pump stations, etc.;
- Directs and coordinates the activities of subordinates, engineers, and skilled and unskilled workers;
- Prepares bid specifications based on individual operations and maintenance needs of equipment and facilities;
- Reviews related plans/specifications prepared by consultants;
- Monitors equipment operations to promote energy efficiency;
- Designs or redesigns operations systems for sewage transmission and treatment to improve operations and to conserve energy;
- Develops and monitors budget for maintenance and oversees purchasing requirements and functions;
- Coordinates contract awards for maintenance, alterations, and repairs;
- Inspects operation of equipment to determine mechanical, electrical or related defects and takes the appropriate steps to correct;
- Oversees service provided through contracts in the areas of maintenance and repairs to existing facilities and equipment;
- Handles complaints and resolves problems regarding facilities;
- Monitors computerized operation of telemetry system and resolves problems;
- Develops and implements preventive maintenance program;
- Supervises and coordinates activities of all employees in maintenance of facilities;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;

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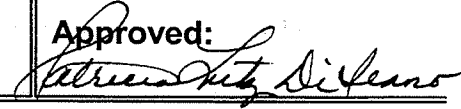
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Date 05/01/01

CLASS SPECIFICATION

Title: CHIEF OF FACILITY MAINTENANCE

Approved:



- Operates a data processing terminal, personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles and practices of mechanical engineering; good knowledge of electrical circuitry; ability to supervise, plan, lay out, and direct operations and maintenance activities; ability to draw valid conclusions utilizing engineering principles; ability to estimate budgetary expenditures and operating costs; ability to communicate courteously and effectively, both verbally and in writing; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least three years professional engineering experience at the level of Mechanical Engineer and possession of a Bachelor's Degree from an accredited college or university with major course work in civil engineering; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid Delaware Class D driver's license or its equivalent.

HISTORY OF REVISIONS:

Established:	06/25/90
Revised	01/24/95
Revised:	07/01/97
Revised:	05/01/01