

# **Maintenance Operations Technician**

**Location: New Castle, DE**

**Salary: \$57,015 to \$67,077 (Grade K)**

**Opening Date: January 14, 2021**

**Closing Date: February 5, 2021**

## **I. POSITION SUMMARY**

This is a multi-faceted position in the Maintenance Operations Department responsible for the performance of a wide variety of technical and administrative tasks that require knowledge and experience working in a facilities management group to support the daily office and field activities. Reporting directly to the Contracted Services Supervisor and under general supervision of the facilities management team the duties include, but are not limited to: assisting with CMMS administration, generating reports, calculating quantities, generating cost estimates, researching/developing specifications, reviewing consultants and contractors' invoices for accuracy and compliance with their scope of work, performing contract-related duties, formatting and preparing information for Maintenance Operations correspondence, reports, forms, and contracts, preparing and executing administrative work processes for the Department, and serving as a field inspector of contractor's work. This position is required to be on call 24 hours per day to maintain continuous operations of Authority equipment, facilities and systems.

## **II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Utilizes CMMS software to generate work orders, reports, schedules, kpi's under the direction of the facility management team
- Assists Maintenance Operations in performing office and field work
- Assists in performing field inspections of contractor and internal personnel work
- Calculates and measures pay quantities to calculate project quantities and cost estimates using calculators or computers
- Uses mathematical, word processing and data base software such as Excel and Word to generate calculations and documents
- Uses and is proficient in the department's CMMS platform
- Reads and interprets plans, specifications, blueprints and other Maintenance Operations documents
- Reviews consultants' and contractors' invoices for accuracy and compliance with their scope of work □ Reviews contractors' certified payrolls for accuracy and compliance with state and federal wage rates
- Works under the direction of the facility management team to oversee the contractor's operations and verify that the work is being done in compliance with the plans, specifications and standards
- Provides administrative support to Department of Maintenance Operations on all public bid openings
- Provides clear, concise and helpful information to the public, co-workers and Department of Maintenance Operations enabling them to make informed decisions

- Assists with the preparation (including typing and proofing) of presentations, reports (including public authority minutes), contract documents, purchase agreements and consultant agreements as may be required
- Maintains office services by organizing office operations and procedures to include the development and monitoring of filing and other related clerical systems
- Follows established safety practices while performing assigned duties to protect self, coworkers and the public from personal injury and to prevent damage to Authority property
- Greets visitors, makes appointments, sets up meetings for Department
- Assists other divisions as directed by the Director or his authorized representative
- Provides the highest level of customer service to internal and external customers
- Other duties as assigned

### **III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of maintenance principles and practices, procedures, and operations
- Knowledge of reviewing and interpreting construction plans, details, schematics or technical drawings, shop drawings, submittals and specifications to determine compliance
- Good mathematical and computer skills that must include CMMS proficiency
- Good communication skills both written and oral □ Knowledge of preventive maintenance strategies
- Understanding of manufacturing processes and construction methods
- Good problem-solving skills
- Ability to work as part of a team
- Ability to read, understand, follow and enforce safety procedures
- Ability to meet deadlines
- Superior organizational, record keeping, and problem solving skills
- Ability to communicate and work effectively with others
- Superior knowledge of effective executive support practices that includes knowledge of English grammar, usage and composition
- Ability to communicate effectively with the public, co-workers, consultants, and contractors, providing the highest level of customer service

### **IV. REQUIRED EDUCATION AND EXPERIENCE**

- High school diploma with post high school vocational or college education preferred
- At least two (2) years of full-time experience performing in a facilities or transportation maintenance capacity

### **V. LICENSES, REGISTRATION, AND CERTIFICATES**

- Valid driver's license
- Certification as a Facilities Management Professional (FMP) issued by the International Facilities Management Association in good standing is preferred

## VII. ADDITIONAL REQUIREMENTS

- Subject to a background investigation and pre-employment physical including drug test
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay
- Must be willing and available for duty at such hours, day or night, as may be required in order to maintain continuous operation of the DRBA's facilities. Must be willing and available to respond to emergency situations
- Other duties as assigned

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**If you are interested in applying for this position, please complete the on-line application at [www.drba.net](http://www.drba.net). In addition to the online application, please attach a current resume.**