



JOB DESCRIPTION

TITLE: **MANAGEMENT ANALYST (MAINTENANCE & OPERATIONS)**
STATUS: **Non-Union/FLSA Non-Exempt**
GRADE: **15**

JOB SUMMARY:

Responsible for analyzing, designing, developing, implementing, and evaluating maintenance and operations policy, programs, and procedures; provides assistance to the Administrative Manager, the M&O Director, and other department supervisors/managers.

REPORTING RELATIONSHIPS:

Reports to the Administrative Manager and does not supervise others.

ESSENTIAL DUTIES includes the following. Performs all other duties as assigned or required.

- Oversees implementation of special projects, programs, systems, and standard operating guidelines, e.g., department procedures, guidelines and policies, internal and external forms, and other related documents;
- Leads and facilitates continuous improvement processes for maintenance crews, field work, inter-departmental projects, or other programs and procedures to devise most efficient methods of accomplishing work;
- Organizes and documents findings and prepares recommendations for implementation of new systems, procedures, programs, or organizational changes;
- Evaluates, confers with staff, and conducts review of new or current systems, procedures, programs, or organizational changes to ensure implementation is occurring as intended;
- Trains staff on current or changed systems, procedures, or programs;
- Develops or updates functional or operational manuals, guidelines, or procedures outlining established methods of performing work in accordance with organizational policy or practice;
- Assists with the preparation of reports, metrics, performance measures and presents information to management, staff, and the Board of Commissioners;;
- Assists with budget development; performs analysis to support budget recommendations; and
- May serve on various committees or task forces.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles of project management, data analysis and evaluation;
- Principles of contract administration and asset management;
- Lean management principles or continuous improvement techniques;
- Computerized maintenance management systems;
- Current MS Office tools and Windows desktop operating systems; and
- Operating office equipment and tools such as phones, fax machine, copiers, computers, software and databases.

Skill in:

- Using computers, applicable software, and database programs;
- Establishing and maintaining effective interpersonal relationships with all organizational levels, District customers, and the public;
- Leading projects independently and acting in a lead role on projects;
- Creating and maintaining computerized systems;
- Performing analytical work of a highly responsible nature;
- Gathering, assembling, and analyzing data;
- Preparing clear and concise analytical reports;
- Effectively presenting program/project issues to a variety of audiences;
- Working independently, and as a member of a team, and making appropriate decisions regarding work methods and priorities; and
- Communication, both written and oral, and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Experience/Education:

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be two years of progressively responsible analytical or administrative experience and a bachelor's degree in business administration, public administration, construction management or a related field. Experience with or certification in Lean, Lean Six Sigma, or similar process improvement methods is desirable.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk, drafting table, or computer terminal but may also require travel to meetings and review or study of work being performed in the field. When in the field, the employee may be exposed to adverse weather conditions, automobile traffic, and construction hazards.

PHYSICAL REQUIREMENTS:

This position typically requires climbing on stairs, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, talking, hearing, seeing, and repetitive motions. Ability to safely traverse uneven ground and around obstacles on project sites.

Light Work: Exerting up to 30 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.