

**TOWN OF GILBERT
CLASS SPECIFICATION**

Maintenance & Operations Analyst

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Maintenance & Operations	C41/C51	Exempt

CLASS SUMMARY:

This class is the fifth level in the Maintenance & Operations series. Incumbents perform professional level maintenance and/or operational activities in assigned area of responsibility. Responsibilities may include: operating specialized equipment; performing qualitative and quantitative analysis of data; preparing reports; developing standard operating procedures; monitoring and maintaining regulatory compliance; reviewing complex documents for compliance with applicable codes, laws, rules and regulations; developing public information materials; and, serving as a liaison with external agencies. Based on assignment, some incumbents may supervise technical and/or professional level staff.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

PERCENT OF TIME

Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.	Daily 100%
Exhibits a service orientation toward internal and external customers and maintains productive working relationships.	Daily 100%
May supervise staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a safe working environment; and, making hiring, termination, and disciplinary recommendations.	Varies 0 – 20%
Oversees or performs research, sample testing, qualitative and quantitative analyses, surveys and/or audits in accordance with established guidelines.	Daily 20%
Researches, compiles and/or analyzes data, technologies, and trends in order to provide reporting and/or recommendations for maintaining and ensuring regulatory compliance in subject matter area.	Daily 20%
Prepares reports, logs, documents and/or public information documents and presentation materials. Monitors, enters and maintains data in information management systems.	Weekly 10%
Serves as liaison to other departments, municipalities, committees, vendors, agencies, consumers, schools and/or professional organizations to provide information, advice, problem resolution and/or recommended policy changes.	Weekly 10%

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Monitors and maintains inventory of supplies and materials. Inspects and maintains equipment. Initiates, reviews and/or approves requisitions and invoices for payment.	Monthly 5%
As assigned, develops and administers department budget, operating procedures and policies and provides reporting and recommendations for changes or improvements	Varies 0 – 5%
Performs other duties of a similar nature and level as assigned.	As Required

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to ***Environmental Services*** may be responsible for:

- Developing and managing operational processes that include analyzing budgets, cost projections, processes and capital assets to increase efficiencies.
- Supervising Environmental Services supervisors to include hiring, coaching, performance appraisals and disciplinary actions.
- Developing, maintaining, and updating solid waste operating procedures as they relate to solid waste collection, disposal management and regulatory enforcement.

Positions assigned to ***Stormwater*** may be responsible for:

- Developing, maintaining, and updating the Town’s Stormwater Management and Pollution Prevention programs;
- Analyzing proposed and final environmental regulations to determine impact on Town operations;
- Developing plans and strategies that determine compliance status.
- Providing training to Town personnel on environmental compliance issues;
- Conducting inspections of public and private facilities throughout the Town; and draft enforcement actions.
- Representing the Town during meetings of regulatory agencies, regional municipal cooperative efforts, and professional associations.

Positions assigned to ***Water Conservation*** may be responsible for:

- Developing and presenting education on water conservation to schools and the public;
- Participating in community events to promote water conservation program;
- Performing field inspections to determine program compliance;
- Working with Homeowner Associations and applicable internal department(s) to advise and create water consumption budgets.

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TRAINING AND EXPERIENCE:

Bachelor's Degree and 3 years of professional level experience in assigned area of responsibility; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATIONS:

- Valid Arizona Driver's License.

KNOWLEDGE OF:

Depending on area of assignment, requires knowledge of:

- Applicable Federal, state and local laws, codes, regulations and/or ordinances;
- Supervisory principles, practices and techniques;
- Scientific techniques;
- Mathematical principles;
- Quality assurance principles;
- Laboratory concepts and protocols;
- Landscape irrigation technologies and practices;
- Modern office equipment.

SKILL IN:

Depending on area of assignment, requires skill and key competencies in:

- Interpreting and applying applicable laws, codes, regulations and standards;
- Supervising, monitoring and evaluating staff;
- Applying critical reasoning;
- Conducting research and analyses;
- Ensuring quality control;
- Speaking in public;
- Reading and comprehending complex data and information;
- Utilizing a computer and relevant software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: balancing, stooping, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to operating a motor vehicle, moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, blood and bodily fluids, extreme temperatures, intense noises and travel.

WORKING TITLES WITHIN CLASS SPECIFICATION:

- Environmental Services Collections Administrator – C41
- Storm Water Environmental Administrator – C41
- Streets Superintendent – C41
- Water Distribution Superintendent – C41
- Water Production Superintendent – C41

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASS HISTORY INFORMATION:

Draft prepared by Fox Lawson & Associates LLC (BS)
Date: (11/12)

Draft finalized by Gilbert Human Resources (TT)
Date: (05/13)

Revised (TT)
Date: (8/15)