



CUYAHOGA COUNTY ANNOUNCES THE FOLLOWING CAREER OPPORTUNITY

Maintenance Administrator/Deputy Director (Unclassified)

Public Works

Location: Cuyahoga County Administrative Headquarters
2079 East 9th Street
Cleveland, OH 44115

Rate: Commensurate with experience

Reports to: Director of Public Works
Hours: 8:30 AM to 4:30 PM
Monday - Friday

REQUIREMENTS: Bachelor's degree in Civil Engineering, Public Administration, Architecture, or related field; Master's degree preferred; with a minimum of ten (10) years' experience in project planning and administration. Additional Requirements: Valid State of Ohio driver's license.

RESPONSIBILITIES: Oversees Facilities Maintenance and Construction activities of Public Works staff; supervises, directs, and evaluates assigned staff; develops employee work schedules; organizes, prioritizes, and assigns work to subordinates; ensures that subordinates have proper resources needed to complete assigned work; monitors status of work/projects in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provides technical expertise; processes employee concerns and problems; completes employee performance appraisals; directs work; and trains staff in operations, policies and procedures. Coordinates activities of the Facilities Operations, which includes Design/Construction and/or other internal agency divisions assigned; provides technical assistance and direction on job sites, projects and facilities; maintains collaborative relationships with a variety of County departments; directs staff in purchase, maintenance, repair, and replacement of county vehicles and heavy equipment; confers with tenants of county facilities to resolve facility issues; coordinates and monitors facility maintenance and improvements. Oversees development and administration of department budget; forecasts revenues and expenditures and makes recommendations regarding project costs, personnel, equipment, supplies, materials, and other budgetary needs; monitors expenditures to ensure compliance with budget; recommends items processed through the County Board of Control, Contracts and Purchasing Board and County Council. Analyzes, develops and evaluates programs, procedures and policies and makes recommendations to Director of Public Works; updates and modifies policies, procedures, and work/project standards; administers a variety of labor contracts; participates in union negotiations and labor management meetings; responsible for department adherence to multiple collective bargaining agreements. Represents Public Works Department for a variety of committees and boards; works independently or with Director, municipal officials, consultants, and other agencies to discuss proposed and/or active projects to resolve problems, discusses funding, plan development and other issues. Other duties as assigned.

APPLICATION PROCEDURE: Please complete an on-line profile. Applications and resumes will only be accepted through the on-line process. All job offers are made with the understanding that prospective employees pass a drug test and a criminal background investigation prior to being hired.

POSITION WILL REMAIN OPEN UNTIL FILLED.

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Department of Human Resources/ADA Coordinator at (216) 443-7190.

Please note that this position may be subject to an oath of office and/or bonding requirements pursuant to Chapter 107 of the Cuyahoga County Code.

Equal Opportunity Employer - Smoke-free and Drug-free Workplace.

Visit our website: www.cuyahogacounty.us

Posted: 01/21/2016