

POSITION DESCRIPTION

*Prince William Sound
Aquaculture Corporation*

Position Title: **MAINTENANCE MANAGER**
Category: Full time, regular, full benefits
Payroll Classification: Annual Wage, Exempt
Organizational Unit: Operations
Location: Hatchery or Remote Field Station
Customary Work Hours: 8:00 – 5:00, Monday - Friday
Supervisor's Title: Hatchery Manager
Effective Date: January 1, 2016

Basic Function: The Maintenance Manager functions as part of the hatchery operations team in the cultivating and rearing of fish. Under general direction, plans, manages, and conducts year-round, 24-hour a day when necessary, preventative maintenance and repair duties for the efficient operation of the overall hatchery facility and equipment.

Primary Responsibilities: The Maintenance Manager works closely with the Hatchery Manager to plan, manage, and implement facility maintenance, repair and improvement programs as well as supervising maintenance and repair projects. Administrative responsibilities include assisting the manager in the planning, budgeting, documenting, assessing and improving hatchery operations.

Description of duties and tasks:

- **Hatchery Systems:** Developing and implementing preventative maintenance schedules; keeping updated spare parts lists; lead person in performing maintenance and repair on generators, hatchery heating and hot water systems, pumps and fuel distribution systems, recycle system, lake pump house and emergency pump system, lighting systems, emergency fire systems, hatchery domestic water and wastewater system; maintaining updated operations manual for fuel system; fabricating new tools and equipment; and other similar duties.
- **Equipment Maintenance:** Developing and implementing preventative maintenance schedules for all hatchery equipment including, but not limited to; hydroelectric turbine generators, diesel generators, front-end loaders, pickup trucks, gas pumps, outboard motors, welders, cement mixers, steam cleaner, pressure washer, snow removal equipment, power tools and other such tools and equipment.
- **Building Maintenance:** Developing and implementing architectural, structural, mechanical and electrical system preventative maintenance schedules for all facility buildings.
- Participates in development of long range plans for the facility.

- Consults with other maintenance and hatchery managers to resolve problems in hatchery maintenance.
- Assures state and federal regulatory and permit compliance related to all aspects of hatchery operations.
- Keeps maintenance activities log, prepares and submits monthly reports, special reports and studies contributing solutions to corporate hatchery problems; utilizes and modifies computer software to accomplish data entry and analysis needs of these reports.
- Assists the Hatchery Manager in the preparation of the annual operation plans and budgets.
- Prepares and manages the maintenance section budget.
- Purchases hatchery maintenance supplies and equipment.
- Supervises maintenance assistants and technicians.
- Within the maintenance section, assures implementation of the hatchery safety program and related functions.
- Recommends procedures, techniques and new equipment to improve work efficiencies or adaptation to new techniques.
- Effectively interacts with public and directs inquiries to appropriate department or persons.
- Performs related duties as assigned.

Knowledge, Skills, and Abilities:

- Considerable knowledge of the standard tools and practices of various trades such as mechanical, electrical, painting, carpentry, and plastering.
- Considerable knowledge of electrical and construction tools.
- Knowledge of computer operations and software.
- Working knowledge of the occupational hazards and safety precautions associated with the mechanical, electrical, and building trades.
- Knowledge of personnel management.
- Ability to meet with construction and/or service contractors and vendors regarding scope of work to be performed.
- Ability to estimate time, material and equipment necessary for construction, maintenance, and repair jobs.
- Ability to interpret and work from sketches, blueprints, and layouts.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to keep records and make reports.
- Ability to plan and direct the work of unskilled and semi-skilled workers.

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to write and speak clearly, concisely, and in a well-organized manner.
- Ability to organize time and prioritize activities, solve problems, and work independently within a team environment.

Essential Functions: Work performed at any hatchery or remote location as needed. Must be able to move about freely; work outdoors in all weather conditions; ability to lift and carry 50 pounds; ability to climb stairs and ladders; ability to climb aboard and about vessels and small aircraft; work around water – on docks and floats; use telephones and computers unimpaired. Must be able to read, write, speak and understand the English language. Must be able to hear and see to receive verbal and written instructions.

Minimum qualifications:

- a. Post secondary training in an accredited vocational-training school in one of the building, mechanical, or electrical trades; and three years of semi-skilled experience in building and plant maintenance work.
- b. Must have a current driver's license and pass a pre-employment drug test.

Positions Supervised:

- Maintenance Assistants
- Maintenance Technicians
- Fish Technicians, when assigned to assist in the maintenance section