

**Baldwin County Commission  
invites applications for the position of:**

<b>Maintenance Manager</b>	
Department	Highway Department
Salary	\$65,897.00 - \$107,982 Annually
Open Date	10/23/2024
Close Date	11/06/2024



Performs highly responsible and diverse managerial duties and assists the Operations Manager / County Engineer in directing a major department of county government. The employee is responsible for overseeing and directing the three Area Maintenance Sections of the Baldwin County Highway Department. The employee assists in determining and managing major departmental policies, plans long-term programs and makes administrative decisions consistent with County policies relative to maintenance and construction activities.

*This position requires driving as an essential function of the position. For Baldwin County driving requirements, please see the following link: [Driver Qualifications](#). Successful applicants must be at least 20 years old, insurable by the County's insurance carrier, pass a criminal and motor vehicle background check and will be subject to a pre-employment drug test and physical.*

## **Essential Job Functions**

### **A. Management**

1. Direct supervisory staff and other employees engaged in Construction/Maintenance of public roads, bridges, and other governmental activities.
2. Manage maintenance priorities necessary to conform to good engineering practice and public service, as required.
3. Assist subordinate staff with all personnel management needs in accordance with County Policy including hiring and disciplinary actions.
4. Ensure compliance of regulation, policy, or directive, as required.
5. Oversee Construction, Maintenance, Rehabilitation, and other projects accomplished by Baldwin County maintenance forces.
6. Assign work to subordinates and lead subordinates in accomplishing goals and priorities.
7. Establish major work goals, measure work productivity of goals, and hold subordinates accountable to achieving desired goals.

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**B. Planning and Coordinating**

1. Liaison with citizens to resolve difficult or complex situations.
2. Liaison with various other agencies to coordinate work needs
3. Provide consistent and effective coordination with staff to promptly address any questions, concerns, needs.
4. Professional contact with outside survey, engineering, construction, or other miscellaneous service-oriented providers for the purpose of obtaining services, negotiate contracts for services, administering contracts and ensuring prosecution of work by contractors or consultants.
5. Assist in developing budget, major work programs, and equipment management programs.
6. Develop and implement work improvement methods to improve operational efficiency and public service.
7. Meet with public, listen to complaints, and resolve issues with limited supervision.

**C. Miscellaneous**

1. Read literature and attend formal training to improve knowledge and skills for both immediate and long-term application to the job.
2. Attend seminars and conferences related to job domains.
3. Must be highly motivated and organized.
4. Assist in coordinating disaster recovery, as required.

**Education and Experience**

1. Minimum five (5) years of experience managing personnel, preferred but not required.
2. Minimum five (5) years of experience in highway maintenance, design, or construction, preferred but not required.
3. Have a valid driver's license.
4. Must be insurable in accordance with Baldwin County insurance standards.

**Other Characteristics**

1. Willing to work non-standard hours as necessary.
2. Willing to attend meetings and other work activities.

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**Knowledge, Skills, and Abilities**

1. Must have exceptional management and leadership skills.
2. Must have exceptional people skills and ability to resolve difficult situations with limited supervision.
3. Must have strong technical ability to understand programs, software, database systems, etc. along with ability to explain and teach to others.
4. Verbal skills to direct and supervise subordinates, effectively communicate with the public, and handle various requests from the public, other departments, and Commissioners.
5. Math skills to accomplish any variety of construction related cost estimating, bid documents, or project cost accounting, as needed.
6. Writing and computer skills to prepare reports, presentations, estimates, and documents.
7. Reading and comprehension skills to read and understand maps, construction plans, reports, etc.
8. Skills in planning, scheduling, and accountability.
9. Knowledge of occupational safety and health requirements.
10. See well enough to read maps, maintenance orders, reports, etc.
11. Hear well enough to understand normal conversations.
12. Speak well enough to relate with other county employees, citizens, and others.
13. Body mobility to inspect roads, ditches, culverts, and bridges.
14. Strength to lift 50 pounds.

TO APPLY: <https://www.governmentjobs.com/careers/baldwincountyal>

*Baldwin County Commission and Baldwin County Sheriff's Office does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, disability, citizenship or veteran status in employment. It is the intent of the Baldwin County Commission and Baldwin County Sheriff's Office to guarantee equal opportunity to allow disabled employees a bias-free work environment. Baldwin County Commission and Baldwin County Sheriff's Office, upon request, will provide reasonable accommodation in compliance with the ADA. Recruitment and selection processes will grant equal opportunity for employment to qualified applicants and will not discriminate on the basis of disability. Reasonable accommodation will be provided upon request during the application, testing, and interview process.*