

<b>Position</b>	Director of Maintenance
<b>Facility</b>	Riverbanks Zoo & Garden
<b>Location</b>	Columbia, SC
<b>Job Summary</b>	<p>Ambassador Commitment: Create meaningful connections and inspire actions that will have a lasting impact on conservation.</p> <p>Responsibilities: Is responsible for the direction and management of the department maintenance technicians, and the courier/warehouse clerk, as well as the Life Support System/Dive department. Directs the daily operations of maintenance services and develops methods for improving departmental operations. Accomplishes this by mentoring, managing, and providing inspired, forward-thinking, leadership and guidance to direct reports.</p>
<b>Essential Functions</b>	<ul style="list-style-type: none"> <li>• Supervises maintenance personnel, hires and trains staff, responsible for scheduling, payroll/time keeping, and proactive management of employee relations.</li> <li>• Plans, organizes, and forecasts the efficient completion of maintenance requests and projects required to maintain and repair facilities and equipment. Manages all work orders through an electronic work order system.</li> <li>• Evaluates maintenance problems, develops a diagnosis, and provides guidance for correction. Ensures that all work is being performed to industry standards.</li> <li>• Determines and prioritizes daily maintenance work. Adjusts staffing to accommodate maintenance coverage for all 24 hour emergency calls.</li> <li>• Responsible for developing, executing and maintaining all maintenance contracts and bid documents. Maintains all equipment records, drawings, licenses and certifications.</li> <li>• Assists in the management, planning and implementation follow up of in-house construction and renovation projects. Manages tram maintenance and all vehicle, equipment, and attraction maintenance. Coordinates work with contractors and zoo staff.</li> <li>• Responsible for communicating and coordinating exhibit/building closures for repairs and maintenance to minimize guest experience impact.</li> <li>• Operates medium to heavy equipment such as a forklift, vehicles, hand and small power tools, building systems, etc.</li> <li>• Cultivates and maintains a positive working environment. Effectively interacts and communicates with senior staff, employees, volunteers, and various groups including architects, engineers and design consultants.</li> <li>• Develops a continuous improvement plan for the department as well as each staff member, focusing on enhancing team skill set and productivity. Ensures that technicians are given ample feedback and are rewarded for success and understand areas of needed improvement.</li> <li>• Analyzes and prepares a variety of reports/forms, billing invoices, engineering drawings, and general correspondence, manages all departmental purchases and the department budget, and compiles budget data.</li> </ul>
<b>Other Duties and Responsibilities</b>	
<b>Knowledge, Skills and Abilities</b>	<p>Must enjoy working within a collaborative environment and be a team player who will productively engage with others at varying levels of seniority. Must have excellent written and verbal communication skills and a very high standard for service. Must be able to handle multiple projects simultaneously and possess thorough knowledge of current computer applications to include MS Office Suite.</p>
<b>Education &amp; Experienced Required</b>	<p>Associate's or Bachelor's degree in Engineering or a related field preferred, with five or more years of maintenance experience. Preferred candidates would have experience in a zoo/aquarium, theme park, resort or related industry. A minimum of three years of management/supervisory experience or any equivalent combination of education, training and experience that provides the required skills, knowledge and abilities.</p>

<b>Licenses and Certifications Required</b>	Must possess or be eligible for a valid SC driver's license.
<b>Physical Requirements</b>	
<b>Working Conditions</b>	
<b>Salary</b>	\$61,000 - \$70,000 (hiring range commensurate with experience)
<b>Respond To</b>	Please submit your application via the Riverbanks Zoo and Garden website: <a href="http://www.riverbanks.org/join-our-team/">www.riverbanks.org/join-our-team/</a>
<b>Closing date</b>	08/13/2018

The message has been sent from 192.168.20.231 (Reserved) at 2018-07-20 10:48:07 on Chrome 67.0.3396.99  
Entry ID: 228