

<b>Position</b>	Assistant Maintenance Manager
<b>Facility</b>	Zoo Atlanta
<b>Location</b>	Atlanta, GA
<b>Job Summary</b>	<p>The Assistant Maintenance Manager shall assist the Maintenance Manager in supervising the daily operation and maintenance of the physical plant and associated equipment and infrastructure associated with Zoo Atlanta. This position will have shared responsibilities with the Maintenance Manager for supervising, providing daily direction and providing evaluations and feedback for 8 maintenance staff. This position will have shared responsibilities for oversight of the annual department budget, maintenance work order system and preventative maintenance program for the Zoo. This position will also at times be responsible for projects including new exhibit and capital improvements for the Zoo. This position be solely responsible for ensuring the operation, maintenance &amp; water quality testing of the Zoo's aquatic life support &amp; water feature systems including all waterfalls, fountains and aquatic animal life support systems that support the live animal habitats. This position will frequently interface with other Zoo Atlanta management staff including animal curatorial staff, veterinarians, and at times, senior management staff regarding safety issues, animal habitat issues, as well as infrastructure and equipment adjustments and needed repairs. This position will be responsible for making critical decisions and communications in the absence of the Maintenance Manager.</p>
<b>Essential Functions</b>	<p>□ Essential Duties &amp; Responsibilities • Assist the Maintenance Manager in ensuring the quality control and preventative maintenance, inspection of buildings, grounds &amp; animal habitat and off habitat areas. Includes operation &amp; repair of all systems including mechanical - HVAC systems, plumbing, electrical, and auto fleet for the Zoo. Handles all general and specialized repairs &amp; maintenance including carpentry and other custom fabrication needs in accordance with environmentally correct methods and standards. • Assist the Maintenance Manager with hiring, training, supervising, evaluation, and accountability of staff in accordance with Zoo Atlanta policies and procedures. Ensures scheduling of Maintenance staff to ensure proper coverage, equipment maintenance, process system requirement and special events as needed. • Assists the Maintenance Manager in oversight of the preventative maintenance software package. Ensures all work orders are documented, prioritized, equipment maintenance is scheduled, performed, documented and communicated in a quality and timely manner. • Responsible for operations &amp; maintenance for all Zoo Atlanta water filtration equipment including aquatic animal Life Support Systems (LSS) and water features. • Performs water quality tests, understands and interprets water chemistry reports and results, communicates with animal care teams, recommendations and performs adjustments &amp; corrections as needed. • Assist the Maintenance Manager &amp; Security management team to ensure all employees maintain and adhere to Zoo Atlanta safety policies and procedures. • Responsible for maintaining complete inventory control of all equipment, tools, and supplies of department. • Responsible for securing cost estimates, proposing budgets and ordering material according to zoo policies and procedures. Responsible for maintaining accurate records. • Assists the Maintenance Manager with ongoing communication with the Zoo operations and management teams as well as the SLT for important updates &amp; projects. • Assists the maintenance Manager with the development and oversight of the Maintenance department operating budget and makes recommendations for the capital budget. • Actively participates in Zoo-wide organizations and professional organizations. • Must be willing to support Zoo Atlanta's Vision, Mission and Values statement. • Any other miscellaneous projects/assignment assigned by Zoo Atlanta's Facility Maintenance management team.</p>

## Other Duties and Responsibilities

### Knowledge, Skills and Abilities

□ Knowledge & Skills: • Must have demonstrated experience in working in a team oriented environment. • Must have a minimum of three years' experience in a supervisory role managing a facility, institution, campus or service team operation. • Must have a minimum of five years' experience as a maintenance staff technician in a facility, institution, campus or service team operation. • Must have an advanced knowledge in a minimum of one of the following key areas: mechanical, electrical, plumbing, carpentry, welding and/or other custom fabrication, automation & controls systems, auto repair. • Experience working in a public zoo, aquarium, water park or equivalent facility including a general knowledge of freshwater chemistry and how it pertains to aquatic animals is highly desirable but not required. • Must have a strong maintenance background. Desirable to have the ability to diagnose and repair industrial mechanical plant equipment including HVAC, centrifugal pumps, heat exchangers, air compressors, automated control systems. • Must have above average computer skills. Proficiency with Microsoft Office products is a must. Experience using computerized maintenance management software is a plus. • Must be able to work a flexible weekly & weekend schedule including working a combination of day, evening and overnight shifts if required. • Must have outstanding communication skills. Must be able to communicate well both orally & written. Must be able to generate operations & maintenance reports using email, spreadsheets and word documents. • Must have excellent organizational and decision-making skills. • Zoo Atlanta is open to the public 363 days out of the year, therefore, all positions at Zoo Atlanta may require employees to work some weekends, holidays and evenings.

### Education & Experienced Required

### Licenses and Certifications Required

• High school diploma required. • A four-year college degree or equivalent technical school certificate is preferred but not required. □ Certificates/Licenses/Registrations: • Certification or Licensure in HVAC, electrical or plumbing is desirable. • FMP certification is desirable but not required. □ Driving Requirements: Must have a valid Georgia Driver's License. (All employees that drive a Zoo vehicle/cart/operate a Ride (train, carousel, etc) must consent to a MVR verification that is acceptable per Zoo Atlanta's auto liability insurance carrier's guidelines to perform this function).

### Physical Requirements

Pre-employment screenings include background check, drug test, TB test and HPE (physical exam). Physical ability to be able to lift at least 50 pounds repetitively, bending lifting etc.

### Working Conditions

Must be comfortable working outside including inclement weather conditions.

### Salary

### Respond To

Please submit cover letter and resume with your application on our website: <http://www.zooatlanta.org/careers/>

### Closing date

05/31/2019