

Code: 7046

Operation and Construction Service
River, Harbor, and Transportation Group
Airport Operation Series

CLASS TITLE: **Manager - O'Hare Maintenance Control Center**

CHARACTERISTICS OF THE CLASS: Under direction, organizes, directs, controls, and monitors the activities of facilities and grounds maintenance planners and schedulers; and performs related duties as required.

EXAMPLES OF DUTIES: Plans and schedules preventive, breakdown and routine maintenance work throughout the airport; determines optimum maintenance activity by calculating available manhours and allocating backlogged work on the basis of priority and required completion date; reviews maintenance requests; prepares work schedules for custodial, labor, skilled maintenance, heating and refrigeration systems and maintenance construction personnel; ensures optimum manpower utilization and schedule conformance; presides over daily planning and scheduling meetings; compares actual versus planned work schedules and checks completed work orders for remarks made by maintenance personnel; recommends the replacement, repair or abandonment of equipment; obtains the services of outside vendors as needed; trains and evaluates the scheduling staff; maintains a facility and equipment register by identifying and tagging new equipment; prepares work related reports.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Four years of progressively responsible supervisory experience in grounds and building maintenance, or an equivalent combination of training and experience.

Knowledge, Abilities, and skill. Considerable knowledge of the simultaneous scheduling and coordination of preventive, breakdown, and maintenance activities in a large organization. Considerable knowledge of the principles and practices of manpower planning. Considerable knowledge of the method of assessing equipment operation condition status.

Ability to plan, organize, assign, and review the work of subordinates. Ability to exercise good judgment in evaluating situations and making decisions. Ability to respond to the maintenance requests of tenants in a timely fashion.

Working skill in performing the managerial functions of planning, coordinating, and controlling. Working skill in interpersonal relations and communication. Working skill in dealing effectively with employees, airport tenants, and airport patrons.

April, 1991