

JOB DESCRIPTION

MAINTENANCE ADMINISTRATIVE SPECIALIST

POSITION SUMMARY

As part of the Gulf State Park Staff, this employee would perform a variety of tasks that are necessary in maintaining parts inventory for electrical, plumbing, automotive, small engine and heavy equipment repairs. Customer service skills are required as this employee works closely with the local and state contracted vendors and service providers. Travel outside the park is occasionally required to retrieve parts to expedite critical repairs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Master preventative maintenance and maintenance programs, seasonal operation practices, trade service protocols and utilize industry best practices in management of the GSP fleet to meet all federal, state and local regulations.
- Interpret and apply policies and procedures to meet personnel, budget, property management and general service needs of the park.
- Maintain park vehicle and equipment records and inventory detailing fuel, oil, tires and service repairs including the scheduling of required periodic maintenance services to ensure manufacturer's recommendations are followed.
- Inspect park facilities and grounds, identify maintenance needs and hazards, retrieve and create proper work order(s) and assist with scheduling personnel to correct problem areas for adherence to Park standards.
- Contact multiple contracted vendors when materials/parts are needed to ensure best price and quality for necessary goods and submit completed purchase order for approval.
- Inspect and recognize damage to products received before accepting delivered packages.
- Prepare and maintain various business, personnel, and administrative reports and records, including employee leave requests, doctor visit slips and accident/incident reports.
- Enforce all safety rules in and around the maintenance shop facility.

MANAGEMENT RESPONSIBILITIES

- No management responsibilities are required.

KNOWLEDGE, SKILLS AND ABILITIES

- Communicate clearly and effectively with the ability to prepare and present accurate reports via use of email, Word, Excel and PowerPoint.
- Must recognize basic repair parts and terminology and have a working knowledge of the materials, equipment, and procedures involved with park maintenance.
- Availability to work additional hours during peak seasons including shift work and weekends.
- Successfully multitask while collaborating with fellow employees and management.

PREFERRED EDUCATION AND EXPERIENCE

High School Diploma or GED is preferred but not required.

PHYSICAL DEMANDS

Must be able to stand, walk, lift, twist and bend on a frequent basis.
Must be able to work in the heat and humidity.

WORK ENVIRONMENT

Shares an office with maintenance supervisor and various maintenance technicians who assist in researching parts and repair services as needed.

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER