

JOB DESCRIPTION – DIRECTOR OF MAINTENANCE

Oversees and sets up computer calendar for daily work, directs maintenance and lawn crew then inspects completed work.

Maintains bridge by inspecting railings, joint seals, scuppers and drains, towers, clean steel, electrical and coating repairs on Newport/Pell, Mt. Hope, Sakonnet and Jamestown Bridges.

Schedule maintenance staff for special events, vehicle maintenance and inspections.

Work closely with Director of Engineering concerning work being done and work to be done on the bridges.

Report directly to Executive Director almost daily.

Deals with any and all maintenance employee personal issues. Makes monthly work schedule.

Respond to accidents (First responders CPR trained) to check for damage to the Bridge or any deaths.

Work with Director of Purchasing to set up RFP's for vehicles or any maintenance equipment need. (Approved by Executive director if needed).

Have all equipment needs for safety and protection on hand for our staff.

Set up work to be done by contractors and crews.

Works with security to protect properties and people around our bridges.

Update maintenance staff on any changes in policies.

Train staff on all maintenance equipment.