

TECHNICIAN/MANAGER

JOB DESCRIPTION

MSD OF WAYNE TOWNSHIP

PURPOSE: Provides for the daily operation of the District technical infrastructure.

PERFORMANCE RESPONSIBILITIES:

1. Responds to emergencies as first priority and then assigns work orders in most efficient manner to maximize a transparent technical system.
2. Answers the daily technical questions and provide prioritization directives for other Technology Applications Specialists.
3. Develops and recommends new initiatives to address current and future technical concerns for the district.
4. Under direction of supervisor, works with vendors to map out strategies to meet district needs.
5. Assures department standards of documentation are followed among the staff.
6. Establishes and recommends priorities for major repair projects.
7. Estimates cost of repair projects in terms of labor and material.
8. Assists the operations team in the ordering of repair and project supplies.
9. Assigns and supervises Technology Applications Specialist staff as needed.
10. Develops a system for dealing with emergency repair problems with efficiency.
11. Consults with the supervisor on work order system upgrades, technical redundancy and preventive maintenance programs. Initiates and oversees such programs.
12. Trains Technology Applications Specialists and other technical staff as necessary.
13. Advises on the hiring of service firms to perform certain contracted maintenance or repair services.
14. Assists in the evaluation of Technology Applications Specialists.
15. Performs other such tasks and assumes such other responsibilities as may be assigned by the Superintendent or his or her designee.

Revised: October 2016