



Structures Maintenance Manager

Position Summary

The Structures Maintenance Manager is responsible for the tracking and reporting of the conditions of the Agencies Roadway System Structural Assets with an emphasis on the structural components. The Structures Maintenance Manager will work with GMX Staff as well as consultants, contractors and outside agencies, to provide a skilled level of oversight and coordination of the structural assets maintenance needs of the GMX System.

Essential Duties

- Support the GMX Operation & Maintenance Manager in the tracking and reporting of the condition of structural assets.
- Coordinate activities with GMX inspection firms, maintenance contractors, and FDOT D6 maintenance personnel.
- Manage schedule of bridge and culver inspections, overhead signs inspections, High Mast Lighting towers and bridge load-rating evaluation.
- Review bridge inspection reports for completeness and prioritization, enter data into the GMX Deficiency Tracking System and track structural deficiency repairs through completion.
- Evaluate accuracy, critical deficiencies and completeness of routine inspection reports for GMX structures located throughout the GMX State Roads performed by both inspection firms.
- Provide all required GMX bridge documentation to FDOT for Central Office Permits Department.
- Review load-rating reports.
- Enter bridge data into the State Bridge Management Inventory System and review that all structures were opened in the BrM system prior to the monthly deadline.
- Assist in the processing of invoices and staff addition requests received from the GMX maintenance contractors.
- Assist maintenance contractor by providing batch numbers and work list recommendation spreadsheets for all new inspection reports as well as work lists and latest inspection reports.
- Approve invoices as necessary on a monthly basis
- Tracks and manages assigned inspection/maintenance budgets
- Attends meetings as required
- Performs other duties as necessary

Supervision Exercised

- No subordinate staff, but will monitor any work performed by contractors and will provide direction and guidance as needed

Required Knowledge, Skills & Abilities

- Comprehensive knowledge of the principles, practices and techniques of facility maintenance, building maintenance and bridge and roadway maintenance
- Thorough knowledge of methods and techniques used in the Building and roadway maintenance programs
- Thorough knowledge of Florida Department of Transportation Maintenance of Traffic scenarios
- Knowledge of occupational hazards and safety precautions related to roadway and facility maintenance work
- Knowledge of quality assurance/quality control programs
- Communicate clearly, concisely and effectively, both verbally and in writing.
- Analyze project recommendations and develop work priorities and schedules
- Ability to direct and coordinate field operations and inspections
- Establish and maintain effective working relationships
- Ability to handle multiple projects simultaneously.
- Work effectively both independently and as part of a team

Required Education & Experience

- Bachelor's Degree in Engineering or other related field preferred.
- A minimum of three (3) years of progressively responsible experience
- Three (3) years' experience working in Highway Transportation Field

Special Requirements, Licenses & Certifications

- Engineering Intern Certificate preferred
- Possession of valid Florida Driver's License and ability to maintain a safe driving record in order to operate MDX vehicles for business purposes

Working Conditions & Required Physical Abilities

Individuals in this type of position must have the use of sensory skills in order to effectively communicate with other employees and the public through use of the telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use of fingers in order to handle, feel or operate objects and write. Must have the physical capabilities to move about the office and to effectively use and operate various items of office related equipment; such as but not limited to personal computer, calculator, copy and fax machines. The employee must be able to remain seated at a keyboard or workstation for extended periods.

Reasonable accommodations may be made to enable qualified individuals to perform the essential functions of the job.

Salary Range: (Exempt) \$75,000 – \$95,000 Annual

Full Time / Non-Remote