

GRAHAM COUNTY HUMAN RESOURCES

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OPEN COMPETITIVE ANNOUNCEMENT

OPENING DATE: JULY 6, 2016

CLOSING DATE: JULY 21, 2016

GRAHAM COUNTY MAINTENANCE ANALYST I - \$36,608 Entry Salary– Requires a High School Diploma or GED, two years of progressively responsible office administration experience, analyst duties, preferably including highway maintenance related budget preparation, procurement and database management, fleet operation and maintenance, or any combination of experience, training or education which demonstrates the ability to perform the duties of the position. This position will be placed at the Graham County Highway Department. For more information or to complete an application contact our web site at www.graham.az.gov or the Board of Supervisors Office, Graham County General Services Building, 921 Thatcher Blvd., Safford, AZ 85546. Completed applications can be submitted online or delivered to the Board of Supervisors Office, no later than 6 p.m. on July 21, 2016.

GRAHAM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

MAINTENANCE ANALYST I

NATURE OF WORK

Under general supervision of the Highway Department Director, performs technical and administrative support in record keeping, work management, reports, inventory, budgeting, purchasing and data entry for the purpose of highway construction and maintenance.

TYPICAL DUTIES

Develops and researches budget, expenditures or other fiscal records for specific information to be used in preparation of budget documents or reports; researches and obtains quotes to assure purchases are in compliance with procurement policy and within budget parameters; assists with preparation of estimates of labor, equipment, materials and contracts for planning next fiscal budget; analyzes costs, variables, timetables, personnel and material costs; consults manuals, policies, statutes, codes or regulations in order to determine correct course of action and/or to prepare reports for work activities; make recommendations based on analysis of maintenance management information systems (Pub Works); prepare Adopt-A-Highway permits; codes and submits budget information for automated maintenance management system; monitors budgeted expenditures to assure that line items are adhered too; maintains a variety of records, including daily log of work crew activities, county vehicle operations, special projects and servicing of County vehicles; provides assistance to Maintenance Analyst; prepares personnel input documents; schedules training and maintains department training records; documents safety requirements for department; maintains maintenance management performance system for assigned department including oversight of computer entry and work reporting; analyze Highway maintenance Records (Pub Works) reports for determination of accuracy of highway maintenance activities; analysis includes material costs, equipment and equipment rental rates, personnel costs, employee related expense and other operating costs; processes work reports requests and special reports requested by supervisor; purchasing of approved goods and services utilizing the county purchasing policy; generates a variety of purchase documents and modifies as needed; creates and codes demands for payment of invoices; researches outstanding accounts payable and assists in forecasting budgets; provides training needs for the department and documents training; operate a two way radio to provide communication between agencies and filed personnel; ability to maintain confidentiality; assists with incident management; in completes and balances payroll timesheets; data entry; files correspondence, complaints and other documents for department; performs other duties as required.

REQUIRED KNOWLEDGE AND SKILLS

Knowledge of modern office practices, procedures, and equipment, including the use of computers and related software; knowledge of maintenance management systems; knowledge of highway maintenance, including materials, specifications and equipment management; knowledge of the principles of cost analysis and zero-base budgeting; knowledge of overall department operations or the ability to acquire such knowledge in a short period of time; knowledge of the street, highway system, and geography of Graham County; ability to type; knowledge of word, excel, PowerPoint, Visio and Adobe Acrobat Professional; knowledge of TRAX FMS System; knowledge of incident management principle and practices, to include but not limited to notification requirements and coordination of resources; utilization of radio base station; ability to produce computerized charts, graphs and spreadsheets; knowledge of equipment, equipment parts and function of lite fleet and construction fleet; knowledge of fleet preventive maintenance and materials; knowledge of on line research of contractual information, such as vendor, price, minimum quantities, delivery information, etc.; knowledge of creating purchase orders; ability to establish and maintain effective working relationships with other staff and the general public; ability to communicate effectively, both orally and in writing; ability to identify and order parts for the repair of cars, trucks, and heavy equipment; ability to maintain records, prepare reports, and follow specific instructions.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D. and two years of progressively responsible office administration experience, analyst duties, preferably including highway maintenance related budget preparation, procurement and database management, fleet operation and maintenance, or any combination of experience, training or education which demonstrates the ability to perform the duties of the position; possession of a valid Arizona driver's license, with a history of safe driving and the ability to maintain a safe driving record.