POSITION TITLE: Assistant Manager

POSITION LOCATION: Reno, NV

POSITION DESCRIPTION:
The Assistant Manager will assist in managing the engineering, maintenance, planning and housing program, including real property administration functions, assist in providing the planning, engineering design and review, control and documentation of maintenance activities at the Hawthorne Army Depot. Duties include but are not limited to:

- Customarily and regularly directs the work of six (6) or more employees.
- Perform other duties of the same or lower level of difficulty as assigned
- Plan work schedules for assigned personnel and provides technical guidance as required.
- Evaluate work in progress and initiates corrective measures to accomplish established goals and objectives.
- Working with Manager, develops, recommends, and implements approved rules, regulations, and administrative policies for the housing program.
- Establish policies and procedures for assignment, termination, rent payment, other pertinent matters to conform to DOD and Army Regulations.
- Recommend housing inactivation and disposals.
- Determines requirements for household equipment and applicable furnishings.
- Develops, recommends, and implements approved rules, regulations, and administrative policies for the housing program.
- Develop records and resolve housing complaints.
- Through a subordinate Supervisor, provides for the planning, control and documentation of maintenance of the physical plant at the Depot including scheduled, unscheduled and preventive maintenance.
- Provide service call and emergency maintenance and repair service for depot personnel and housing tenants.
- Assists the Manager in preparing budget and review expenditures to control costs. Prepares requests for funds.
- Supervise development and submission of reports and correspondence. Performs all duties of Manager during periods of absence.
- Responsible for reporting potential and known environmental and safety concerns to the appropriate Environmental Service or Safety Dept.
- Maintain high ethical standards, overall values of the business, and the Code of Ethics and Standards of Business Conduct to include cooperating during Company investigations; treat all individuals fairly and with respect.
PREFERRED QUALIFICATIONS:

- B.A. /B.S. Degree in Management, Engineering, Property Management or related field. P.E. certification helpful
- Minimum 4 years of experience in facilities maintenance, facilities engineering, housing or property/maintenance management or related fields.
- Must be able to operate computer connected terminal device.
- Must have a valid Nevada Driver’s License

HOW TO APPLY:
Interested applicants should apply online here.