



JOB DESCRIPTION

MAINTENANCE SUPERVISOR

DEPARTMENT: PUBLIC WORKS

FLSA STATUS: EXEMPT

POSITION STATUS: REGULAR, FULL-TIME

REPORTS TO: PUBLIC WORKS
DIRECTOR

DEFINITION

Under general direction, to supervise, schedule, assign, review and participate in the work of maintenance crews responsible for performing a variety of semi-skilled and skilled duties in the maintenance, repair, and construction of City streets, parks, landscape, and facilities; and to perform other duties as required.

DISTINGUISHING CHARACTERISTICS

This is the supervisory level in the Maintenance class series. This single incumbent position is distinguished from the lead level by the over-all responsibility for managing and coordinating the Maintenance work program including planning, prioritizing, assigning, supervising and reviewing the work of staff responsible for maintaining City streets, parks, landscape and facilities. The incumbent exercises leadership, independent judgment and discretion in weighing alternatives and recommending solutions and determining work methods, and works closely with the Public Works Director in developing goals and implementing approved policies and procedures.

ESSENTIAL JOB FUNCTIONS

Depending on assignment, duties may include, but are not limited to, the following:

1. Plan, prioritize, assign, supervise and review the work of staff responsible for providing street, parks, facility and landscape maintenance, repair and construction services.
2. Recommend and assist in the implementation of departmental goals and objectives; implement approved policies and procedures.
3. Establish schedules and methods for performing maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
4. Participate in the selection of maintenance staff; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures.
5. Respond to a variety of emergency situations.
6. Investigate and resolve customer complaints.
7. Participate in the preparation and administration of the Maintenance budget; submit budget recommendations; monitor expenditures.



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8. Prepare analytical, statistical and staff reports on operations and activities; make presentations to City Council as required.
9. Maintain daily electronic records of equipment, personnel labor hours, and materials used for each maintenance and repair project; operate and manage a work order management system.
10. Order parts as necessary and ensure parts ordered are received in a timely fashion.
11. Oversee the use, operation and preventative maintenance on a variety of vehicles, tools, and equipment used in maintenance, repair, and construction.
12. Train assigned employees in the work methods, techniques, and the use and operation of equipment.
13. Review the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable work methods; ensure adherence to safe work practices and procedures.
14. Ensure the adherence with applicable standards and specifications; maintain cleanliness of work area and tools.
15. Provide expert advice to maintenance staff related to City streets, parks, landscape and facilities.
16. Represent the City in matters concerning City streets, parks, landscape and facilities.
17. Participate in the work of assigned crews, as necessary.

MINIMUM QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a streets, parks, facilities and landscape maintenance, repair, and construction program.
- Principles of supervision, training and performance evaluation.
- Maintenance and repair of public buildings.
- Principles and practices of program development.
- Materials, tools and equipment used in streets, parks, facilities and landscape maintenance.
- Computers and applicable software programs used to manage work orders and prepare statistical and written reports.
- Principles and procedures of record keeping and reporting.
- Basic principles of mathematics.

- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Manage and coordinate the maintenance work program.
- Supervise, plan, prioritize, assign, and review the work of maintenance staff.
- Select, supervise, train and evaluate staff.
- Analyze problems, conduct research, identify alternative solutions, project consequences of proposed actions, make and implement recommendations in support of goals.



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- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to streets, parks, facilities, and landscape programs and functions.
- Communicate effectively, clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Operate modern office equipment including computer and applicable software programs.
- Prepare and write complete and accurate statistical and written reports.

Experience and Education:

Any combination of experience and training that would likely provide the required knowledge, skills and abilities necessary for satisfactory job performance is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience – Five years of increasingly responsible journey level experience in streets, parks, facilities and landscape maintenance, repair and construction and equipment operation work of which at least two years were at a supervisory or lead level, and

Education – Graduation from High School or G.E.D. equivalent supplemented by specialized training and college level course work in construction technology and landscape maintenance.

Special Requirements:

- Possession of a valid California Class B driver's license with a good driving record.
- Availability for irregular work schedule and emergency calls as an FLSA exempt employee.

Physical Requirements and Environmental Conditions:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis. There is frequent need to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, push, pull, walk, and perform other similar actions

during the course of the workday. Incumbents require sufficient mobility to work in a field setting. Position requires continuous moderate or occasional heavy physical activity. Work involves exposure to heat, noise, outdoors, vibration, chemicals, explosive materials, mechanical hazards, electrical hazards, hazardous substances, potentially dangerous situations, and unpleasant work conditions such as adverse weather conditions. Incumbents operate light to heavy physical equipment used in the field and occasionally will transport materials and supplies weighing up to 75 pounds. Incumbents require the ability to travel to various locations; must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents; and must be able to hear in the normal audio range with or without correction.

This job specification should not be interpreted as all-inclusive. It is intended to identify essential functions and requirements of the job. Not all incumbents may perform all duties



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at all times. However, incumbents must be able to perform essential duties, with or without accommodation for disability at any time while holding this position.

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