

**MAINTENANCE SUPERVISOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under general direction, to supervise, assign, review and participate in the work of staff responsible for providing assigned maintenance activities including streets, facilities, parks and water; to ensure work quality and adherence to established policies and procedures; and to perform the more technical and complex tasks relative to assigned area of responsibility.

**EXAMPLES OF DUTIES** - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Plans, prioritizes, assigns, supervises, reviews and participates in the work of staff responsible for providing assigned maintenance and preventive maintenance activities including streets, facilities, parks, and water; establishes schedules and methods for providing assigned maintenance and preventive maintenance services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly; participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; participates in the selection of maintenance staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; participates in the preparation and administration of the maintenance program budget; purchases all materials and supplies, establishes and maintains safety programs; prepares monthly status reports; submits budget recommendations; monitors expenditures; performs related duties and responsibilities as required.

*In addition to the above, the following are examples of duties that reflect areas of assignment:*

**When assigned to streets:**

Supervises street maintenance activities including, asphalt and concrete repair, street sweeping, sign installation and street striping; contacts and schedules contractors for street light replacement; inspects and schedules flood control priorities; meets with citizens and staff regarding graffiti removal and abatement; coordinates street construction projects with various utility agencies; schedules and coordinates asphalt repair projects with engineering staff; works with law enforcement personnel regarding traffic safety issues.

**When assigned to facilities:**

Plans, prioritizes, assigns, supervises, reviews and participates in all construction, maintenance, repair and alteration of City buildings, facilities, and fixtures including carpentry, plumbing, roofing, painting, masonry, mechanical, heating, air conditioning, and electrical trades work. Monitors related activities such as design and constructability reviews and provides relevant recommendations; conducts studies and prepares administrative reports of findings; oversees inspection and construction control activities; participates in project and services bid package creation and coordination; conducts field tours as required; participates in contract administration; provides

contract and project status reports and progress reports; reviews work requests and determines method of performing work, scheduling, and necessary supplies and materials needed; evaluates costs and makes appropriate recommendations; participates in the preparation and administration of the budget; purchases materials and supplies; identifies resource needs and reviews with appropriate management staff; verifies work of staff for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; performs related duties as required.

**When assigned to parks:**

Attends meetings with other departments, contracting firms, outside agencies, organizations, schools and sports groups; performs capital project design work and cost estimates; projects labor, equipment and material costs; requisitions supplies and materials; review plans and specifications for new park construction and contract work; reviews bid proposals and awards contracts; monitors scope of contract assignment; conducts on-site inspections; prepares contract specification documents for contract work; applies for project grants.

**When assigned to water:**

Attends pre-construction meetings for water and sewer projects; estimates costs involved for assigned projects; responds to emergency situations related to assigned projects; inspects work in progress; determines feasibility of contracting work; administers contracts for private vendors; reviews plans, specifications and sketches of work to be done.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Operations, services and activities of a municipal maintenance program;
- Methods, practices, materials, tools and equipment used in the construction, maintenance and repair of City streets, facilities, parks or water systems;
- Modern and complex principles and practices of project management and coordination;
- Principles and practices of construction including carpentry, plumbing and electrical;
- Practices and applications of horticulture including pest, plant and disease identification;
- Methods and techniques of contract negotiation and administration;
- Occupational safety hazards and safe work practices;
- Principles of municipal budget preparation and control;
- Principles of supervision, training and performance evaluation; and
- Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

- Supervise, organize and review the work of lower level staff;
- Select, supervise, train and evaluate staff;
- Plan, coordinate and schedule assigned maintenance functions;
- Analyze City maintenance needs and recommend appropriate action;
- Administer and effectively manage maintenance projects and associated contracts;
- Read, interpret and analyze various specifications, drawings and plans;
- Ensure project compliance with established policies and procedures;
- Respond to requests and inquiries from the general public;
- Understand and follow oral and written instructions;
- Interpret and explain City policies and procedures;
- Prepare clear and concise reports;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Experience and Training**

**Experience:** Four years of maintenance experience in assigned area including one year of lead supervisory responsibility.

**Training:** Equivalent to the completion of the twelfth grade supplemented by specialized training related to assigned area.

**License or Certificate:** Possession of, or ability to obtain, an appropriate, valid driver's license.

**When assigned to Parks Maintenance:**

Possession of, or ability to obtain, an appropriate, valid qualified pest control applicator license.

### **WORKING CONDITIONS**

**Environmental Conditions:** Office and field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions.

**Physical Conditions:** Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; operating motorized equipment and vehicles; visual acuity for reading schematics and plans.