



MAINTENANCE SUPERVISOR

DEFINITION

To plan, organize, and supervise the work of maintenance employees involved in street, trees and utility related construction, maintenance and repair; to perform a variety of technical tasks relative to the division; and to be responsible for the safety and training of subordinates.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Infrastructure Operations and Maintenance Manager/Superintendent or designee. Responsibilities include direct and indirect supervision of assigned personnel

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Plan, organize, and, supervise the work of Maintenance Workers in a division of the Public Works Department. Assign work daily for multiple workers or crews; check on work programs throughout the day; maintain time sheets, cost reports, etc. Submit requests for materials, tools, equipment, and other supplies needed by the division; prepare equipment specifications; assist in maintaining expenditure records for materials and service. Comply with, and insure implementation of Department Injury and Illness Prevention Program within assigned area of responsibility. Instruct subordinates in proper work techniques, use of equipment, and safety precautions and requirements. Assist with and perform a variety of personnel actions including selection, training, promotions, performance evaluations, disciplinary actions, and dismissals. May assist with the preparation of the annual operating budget for assigned division. Perform the most difficult and technically complex work of assigned division. Provide general information to the public, other city departments, and vendors pertaining to area of assignment; investigate and respond to citizen inquiries and complaints regarding area of assignment. Work cooperatively with others, including other City departments and outside agencies as necessary. Drive vehicles and equipment as required. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Assist in the inspection of work of private contractors engaged in maintenance work for the City. Prepare and maintain a variety of records and reports on materials,

equipment, service calls and personnel. Assist in preparation and monitor budget execution; prepare cost estimates for work to be performed; submit justification for equipment. Evaluate operations and activities of assigned division; recommend improvements and modifications. Respond to emergency situations after regular working hours. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Methods, materials and procedures used in public works maintenance with specialized knowledge in at least one of the following areas: water system sewer system, streets, storm drainage, and/or tree maintenance. Purposes and uses of a variety of vehicles, hand tools, power tools and equipment. Safe work practices. Budgeting practices and principles of supervision, training, discipline, and performance evaluation. Modern office procedures and computer equipment. Methods of estimating time, materials and equipment needed to perform assigned work. Basic construction and repair methods, including carpentry, pipe fitting, painting and cement work. Asphalt, weed abatement, Best Management Practices and erosion control practices.

Skill to:

Direct semi-skilled and skilled maintenance, construction and repair work in the area of work assigned. Plan, assign, supervise, discipline and evaluate the work of subordinates. Evaluate divisional operations and recommend improvements. Read and interpret blueprints and mechanical schematics. Communicate effectively, both orally and in writing. Interact effectively and courteously with the public. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Lead, organize and review the work of maintenance staff in the area of work assigned. Perform heavy manual labor. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Interpret and apply City and department policies, procedures, rules and regulation. Gather data and prepare reports as necessary on issues related to area of assignment. Develop and maintain accurate and concise reports.

Minimum Education and Experience:

Education:

High School diploma or equivalent, supplemented by coursework or training in construction and maintenance or closely related field.

Experience:

Three years of experience at the advanced journey level in construction and maintenance or a closely related field, one year of which was in a lead capacity.

License and Certificate:

Required upon hire, possession of a valid California Driver's License. Must possess a valid Class B with Tank and Air Brake endorsement, First Aid and CPR certifications prior to permanent appointment.

COUNCIL ACTION: June 20, 2006