

## **MAINTENANCE SUPERVISOR**

### **GENERAL PURPOSE**

The Maintenance Supervisor provides leadership to the workers of the Maintenance Division. The supervisor promotes the mission and the goals of the City and the Public Works Department. The supervisor plans, coordinates, schedules, oversees, participates in, and has responsibility for, activities in furtherance of the mission and the goals of the assigned division.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Maintenance Superintendent and/or Public Works Director.

### **SUPERVISION EXERCISED**

Exercises close supervision over assigned maintenance workers and equipment operators.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Plans, coordinates, and prioritizes a variety of activities including day to day routine maintenance, short and long term goals, annual objectives, special projects, and crisis situations and oversees and participates in their execution.

Establishes clear standards, expectations, objectives and priorities and demonstrates a commitment to achieving them.

Ensures technical competence and promotes employee development.

Fosters open and fluid communication at all work levels and regarding all work issues by ensuring opportunities for communication, modeling good communication, and actively teaching communication skills as part of employee development.

Fosters teamwork and cooperation within and among Divisions and Departments, sharing goals and concerns and maximizing use of skills and resources.

Evaluates performance, provides feedback, develops growth plans and follows progressive discipline procedures.

Applies City, Department and Division policies.

Plans, prioritizes, schedules and assigns work in the maintenance and repair of areas such as streets, parking lots, storm drains, traffic control devices, parks, beaches, undeveloped lands, public grounds, buildings and structures including a wharf.

Performs as lead worker, maintenance worker or laborer as required for efficient personnel use.

## **MAINTENANCE SUPERVISOR**

Outlines projects, recommends purchase, inspects worksites, evaluates service levels, and monitors and controls spending in furtherance of Division goals.

Recommends hiring of employees; trains, supervises and evaluates employees; and oversees employee development.

Responds to citizens inquiries and requests for service.

Prepares reports, schedules, and inventories such as project descriptions, labor use, materials use, accident forms, purchase requisitions, etc.

Handles after hour service and emergency calls and keeps callout list current and accurate.

Schedules to meet the needs of special events such as the Begonia Festival, Art and Wine Festival, Esplanade concert series, etc.

Performs similar and incidental duties as required.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- (A) Graduation from high school education or GED equivalent, and
- (B) Three years of increasing responsibility and experience in the maintenance and repair of parks or streets and facilities including supervisory or lead responsibility.
- (C) Any equivalent combination of education and experience.

### **Necessary knowledge, Skills and Abilities:**

- (A) Knowledge of the principles and techniques of personnel supervision, motivation and training; standard practices, equipment and materials used in park, landscape, street and facility maintenance; occupational hazards and safety procedures.
- (B) Skill in operation of the listed tools and equipment.
- (C) Ability to plan, supervise, schedule and evaluate work of employees; ability to communicate effectively, orally and in writing, and relate well to the public, superiors, subordinates and other departments of the City; ability to develop new ideas for equipment and manpower efficiency and beautification and preservation of streets, parks and facilities; ability to keep records and prepare reports; ability to carry out Department policies and procedures; ability to work in a safe, productive manner and indoctrinate subordinates in safe work practices; ability to operate department equipment and vehicles.

## **SPECIAL REQUIREMENTS**

Possession of a valid California Motor Vehicle operator's license.

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### **DESIRABLE QUALIFICATIONS:**

Parks: Possession of a valid California PCA License.

Streets & Facilities: Possession of a valid Class A or B motor vehicle operator's license.

### **TOOLS AND EQUIPMENT USED**

Knowledge of operation and use of motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, street roller, manlift, tamper, plate compactor, saws, pumps, compressors, sanders, generators, trencher, common hand and power tools, shovels, wrenches. Skill in use of mobile radio, phone, personal computer including word processing and other software, copy and fax machine.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee frequently works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

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### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date:

Revised: 3/98