

## **OPERATIONS MAINTENANCE SUPERVISOR**

### **GENERAL PURPOSE**

The Operations 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**

Reports to the Public Works Director. Works under the general supervision of the Public Works Director.

### **SUPERVISION EXERCISED**

Provides general and direct supervision to Maintenance Workers, Supervisors, and Mechanics as assigned.

Exercises close supervision over assigned maintenance workers and equipment operators.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for providing construction, maintenance, and repair services and activities for assigned areas and facilities including streets, curbs, gutters, sidewalks, drainage facilities, street sweeping, graffiti removal,
- trash removal, street trees, park lands, landscaped areas, and municipal parking lots; provide maintenance and supervision for building and grounds for the Community Center, City Hall, Police Department, Municipal Wharf and Beach. Ensures that public facilities are clean, safe, secure, aesthetically pleasing, and in compliance with state and federal regulations and City standards.
- Participate in the selection of assigned staff. Prepare formal work schedule for Public Works Department employees. Prioritize the work schedule and assign personnel as necessary. Work with employees to correct deficiencies; implement discipline procedures.
- Inspect and verify work in progress and completed work of assigned employees for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications. Provide or coordinate staff training.
- Is responsible for the maintenance of safe working conditions, good housekeeping practices and the use of safe work practices by subordinates.
- Prioritizes projects; Directs the maintenance and repair of building, equipment and vehicles, including the development of preventative maintenance schedules.
- Performs the most complex public works maintenance duties and provides technical assistance to crews. Troubleshoots complex operational and maintenance problems; corrects or directs the correction and repair of operational and/or equipment problems.
- Supervise and participate in the use and operation of tools, equipment, and vehicles utilized in assigned projects including dump, aerial, and boom trucks, backhoes, trenchers, mowers, and power tools such as sprayers, edgers, and blowers; ensure that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedule the service, repair, and replacement of tools, equipment, and vehicles.
- Ensure that an adequate inventory of materials, supplies, parts and equipment for the Department work program is available at all times.
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- Prepare necessary records and reports; prepare project status reports; maintain records of projects, activities, and materials used; supervise the maintenance of time, material, and equipment use records.

- Coordinates work activities between crews, with other City personnel, and with outside contractors. Answers questions and provides information to the public; investigates inquiries, concerns, and complaints; recommends corrective actions to resolve issues.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned maintenance operations
- Participate in the preparation and administration of the assigned budget, develops time and material estimates and recommends major equipment purchases and operational changes; submit budget recommendations; prepare and submit requisitions for supplies, materials, and parts, monitor expenditures.
- Responds to emergency situations as necessary.
- Perform other job-related duties within the scope of this job classification as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and abilities would be:

- High School Diploma or GED equivalent
- Six (6) years of increasingly responsible experience in public works maintenance, construction, and operations activities, including at least three (3) years in a supervisory or management capacity.
- Possession of a valid and appropriate California driver's license, including a safe driving record, required.

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Methods, procedures, materials, equipment, and techniques used for public works operations, construction, and maintenance projects including streets, curbs, gutters, sidewalks, drainage facilities, buildings, playgrounds, landscape areas, median strips, and public trees.
- Principles and methods of preventative maintenance programs.
- Safe work practices, and applicable laws and regulations including rules, regulations, laws, and practices required by CAL OSHA and CAL EPA in the safe performance of work.
- Basic principles and practices of budget development, administration, and accountability. Modern office practices, methods, and computer equipment and applications.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Basic arithmetic, correct English usage, grammar, spelling and punctuation. City policies and procedures.

### **Ability to:**

- Effectively plan, organize, direct and evaluate the work of employees.
- Make sound, independent decisions within established policy and procedural guidelines. React quickly, effectively, and calmly in emergency situations.
- Remain calm and communicate effectively while under stress. Communicate effectively, both verbally and in writing.
- Establish and maintain effective working relationships with supervisors, co-workers, other departments, outside agencies, and the general public.

- Prepare budget requests, construction and maintenance cost schedules and specifications for equipment and vehicles used by the Section.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner;
- organize own work, set priorities, and meet critical time deadlines.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Promote and enforcing safe work practices.
- Distinguish and correct unsafe conditions and act in a proper, logical, and efficient manner to eliminate hazards.
- Read and interpret technical materials such as material and equipment specifications, blueprints, maintenance and repair manuals.
- Effectively and safely operate small equipment related to the construction and maintenance trades. Effectively and safely operate construction equipment such as backhoes, front-end loaders and trucks. Maintain accurate records related to the assignment.
- Operate modern office equipment including computer equipment and software programs.
- Work after hours or on weekends to address critical needs
- Meet the physical requirements necessary to safely and effectively perform required duties.

#### **Licenses and Certifications:**

- Possession and continued maintenance of a valid Class C driver's license
- Possession of Class B (Landscape Maintenance) and Class C (Right of Way) Qualified Applicator
- Certifications issued by the State of California Department of Pesticide Regulation

#### **PHYSICAL DEMANDS**

As required, perform medium to heavy physical labor including lifting and carrying heavy objects.

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 sit, walk, stand and talk or hear. The employee is occasionally required to 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**

Work out of doors for extended periods often under possible unfavorable weather conditions.

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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