

MAINTENANCE SUPERVISOR

DEFINITION

To plan, organize, direct, supervise and participate in the maintenance operations for the Public Works Department including a wide variety of work in the maintenance and repair of City facilities including buildings, parks, streets, sidewalks, signs, landscaping and grounds; to coordinate assigned activities with other divisions and contractors; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a higher level manager.

Exercises direct supervision over assigned technical maintenance staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for City maintenance activities; implement policies and procedures.

Plan, prioritize, schedule, assign, supervise, review, inspect and assist in the work of staff in a variety of routine and emergency maintenance and repair tasks within the City including work on buildings, facilities, streets, parks, grounds, creeks, storm drains, catch basins and a variety of equipment.

Supervise a wide variety of projects involving carpentry, plumbing, electrical, lighting, masonry, concrete, glazing, painting, landscaping, grounds maintenance, graffiti abatement, and related installation, repair and maintenance tasks.

Inspect, and supervise maintenance and repair of restrooms, sinks, toilets, trash receptacles and lighting fixtures, electrical outlets, drinking fountains and other building amenities as needed.

Plan and oversee proper set up of traffic control devices such as cones, barricades, arrow boards and signs in public rights-of-way to control traffic flow through construction work zones.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures when directed.

Plan, schedule, oversee and participate in landscaping and grounds spraying tasks including mixing and applying fertilizers, herbicides and pesticides.

Identify equipment and tools needed for projects; operate heavy construction equipment and other manual and power tools and equipment for a variety of construction and maintenance operations; identify malfunctions and direct and/or participate in the repair of tools and equipment.

Assist with, recommend, or prepare requisitions for material and supplies, review invoices for payment as assigned, maintain records of time and materials used.

Initiate and receive work orders, estimating time and materials needed, determining priorities with management and scheduling work.

Coordinate activities and review scope of work with contractors related to special projects and joint activities; write contracts and RFPs for work requiring outside contractors; assist with selection of contractors; participate in planning and/or pre-construction meetings.

Train staff on work methods and procedures for a variety of technical tasks and projects; train and oversee staff in the use of safe work practices, precautions, occupational hazards and the safe use and disposal of chemicals and hazardous materials.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of building, facilities and grounds, creek, street and parks maintenance and repair.

Safe and effective use and maintenance of a wide variety of equipment, tools and materials used in building, facility and grounds maintenance and repair projects.

Occupational hazards and safety procedures related to area of assignment; methods for safe and efficient operation of vehicles, including trucks, and light to heavy power driven

equipment used in maintenance and repair projects.

Methods, procedures and skills needed in carpentry, plumbing, fabrication including welding, masonry, concrete, graffiti abatement, and landscaping and grounds maintenance projects.

Map and blueprint reading and interpretation.

Principles and practices of supervision, training and performance evaluations.

Principles and practices of budget monitoring.

Pertinent local, state and federal rules, ordinances, regulations and laws.

Ability to:

Organize, implement, direct and participate in the work of maintenance operations and staff performing a variety of routine and emergency maintenance and repair tasks including work on buildings, facilities, streets, parks, grounds, storm drains, catch basins and equipment including performing carpentry, plumbing, electrical, masonry, concrete, glazing, painting, and landscaping tasks and related repair and maintenance needs.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

Interpret, explain and use work orders, blueprints, building plans, maps, instructions and to model and follow department policies and procedures.

Operate and maintain a variety of heavy land light power-driven equipment, mechanical and other basic tools in an efficient and safe manner.

Operate standard and specialized office equipment including applicable software programs.

Determine priorities, schedule needed work, prepare requisitions for material and supplies, review invoices for payment, and prepare and maintain reports and other records.

Safely handle, use and dispose of chemicals and a variety of hazardous materials and to train and oversee others in performing these tasks.

Assist in the development and monitoring of an assigned program budget.

Supervise, train and evaluate assigned staff.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Three years of increasingly responsible experience in public works maintenance, including two years providing technical and functional supervision over assigned personnel.

Training:

Equivalent to the completion of the twelfth grade supplemented by college course work or specialized training in heavy equipment operation or other specialized areas of maintenance or construction or a related field.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession and maintenance of a valid Pesticide Applicator's Certificate including categories B and C, issued by the State of California.

Must be able to obtain a Class B California Driver's License within six months of appointment to the position.

Established: February 2015

Revised/Retitled from Maintenance Operations Supervisor: February 2019

FLSA: Exempt