



Maintenance Supervisor

Class Specification

Revised 9/23

Class ID: 772

Unit: MGMT

Probation: 12 Months

FLSA: Exempt

DEFINITION

Under general direction, plans, organizes, directs, and supervises an assigned section(s) of public works maintenance operations including buildings and facilities, fleet and equipment, landscape and parks, or streets maintenance activities; administers, monitors, and provides technical input for assigned public works maintenance, operations, and related projects and programs; performs a variety of technical tasks relative to assigned area(s) of responsibility; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Maintenance Superintendent or designee. Exercises direct supervision of Maintenance Division staff in one or more assigned sections.

DISTINGUISHING CHARACTERISTICS

This is a working supervisor classification in the Maintenance Division. Incumbents oversee day-to-day operations, supervise crews, organize and assign work, and perform administrative tasks in their assigned section(s). Incumbents are expected to independently perform the full range of public works maintenance duties as assigned. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Assistant Maintenance Superintendent in that the latter has responsibility for the day-to-day operations of all Maintenance Division activities.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Administrative Functions

Recommend and assist in the implementation of goals and objectives; develop, implement, and administer policies and procedures related to assigned section(s); evaluate and recommend improvements and modifications to operations and activities of assigned responsibilities; develop and establish performance standards, guidelines, schedules and methods for assigned public works maintenance section activities; participate on department and City-wide committees; coordinate section activities with other sections, divisions or departments, external customers, agencies, and organizations; prepare various reports on operations and activities; administer, monitor, coordinate contracts, projects and related activities, and review work for City compliance; answer questions and provide information for the public and other City personnel; investigate concerns and recommend corrective action as necessary to resolve concerns; prepare cost estimates and recommend annual equipment and material purchases; administer and maintain automated maintenance management systems and other programs; assist in the preparation of and administer the assigned section's budget; monitor and administer expenditures, and submit justifications for expenditures; build and maintain positive working relationships with City employees and the public using principles of good customer service.

Supervisory Functions

Plan, prioritize, assign, supervise, review, and evaluate the work of staff in assigned section(s) of public works maintenance operations; participate in the selection of staff; work with employees to correct deficiencies; ensure safety training of staff and workplace compliance with safety standards for assigned section(s). Incumbent will be responsible for one or more major sections in the Public Works Department:

Buildings and Facilities Maintenance

Plan, organize, supervise, and coordinate the operation and maintenance activities of City buildings, facilities and security maintenance; determine feasibility of work requests, establish priorities, and manage the City's buildings and facilities maintenance and rehabilitation including the coordination of all functions; coordinate permitting and related inspections; and perform related duties as assigned.

Fleet and Equipment Maintenance

Plan, organize, supervise, and coordinate the operation and maintenance activities of the fleet and equipment section; develop specifications for purchasing equipment and vehicles as per City requirements; establish guidelines and methods for equipment and vehicle maintenance, and recommend equipment and fleet replacement; and perform related duties as assigned.

Landscape and Parks Maintenance

Plan, organize, supervise, and coordinate the operation and maintenance of the landscape and parks section engaged in the installation, repair, and maintenance of landscape, irrigation, parks, and related services; supervise and monitor the planting, cultivation, pruning, mowing, care, and treatment of shrubs, flowers, groundcover, turf, and trees; assess and make recommendations for street and park tree modifications and removals; administrate the Weed Abatement Program in coordination with Fire Prevention Services; oversee the application of herbicides, pesticides, fertilizers, and other chemicals applied by City staff; and perform related duties as assigned.

Streets Maintenance

Plan, organize, supervise, and coordinate the operation and maintenance of the streets maintenance section including maintenance activities and programs such as the City's street sweeping, street and sidewalk maintenance and repair, asphalt concrete maintenance and repair, street sign maintenance and replacement, and City sponsored special events; review construction plans and tract maps for street related issues; and perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, materials, and standards used in the assigned area(s) of public works maintenance such as buildings and facilities maintenance, fleet and equipment maintenance, landscape and parks maintenance, and streets maintenance.
- Equipment, tools, and materials used in a variety of public works maintenance activities.
- Principles and practices of supervision, training, and performance evaluations.
- Principles of budget monitoring and purchasing.
- Principles and practices of safety management.
- Pertinent local, State and Federal rules, regulations, and laws, including safety regulations and procedures.
- Computerized maintenance management systems.

Skill or Ability to:

- Organize, implement, and direct public works maintenance operations for the assigned area(s).
- On a continuous basis, know and understand all aspects of the job.
- Intermittently analyze budget and technical reports, and projects; identify and interpret technical and numerical information.
- Learn, understand, and apply laws, regulations, codes, policies, and procedures; observe and problem solve operational and technical issues.
- Interpret and explain pertinent public works maintenance and department policies and procedures.

- Read, interpret, and understand blueprints, drawings, diagrams, specifications, operating instructions, and manuals.
- Assist in the development and monitoring of assigned public works maintenance budget.
- Develop and recommend policies and procedures related to assigned maintenance operations.
- Supervise, train, and evaluate personnel.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

Education and Experience:

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

Possession of a high school diploma or equivalent, and four (4) years of increasingly responsible experience in one or more of the following: building and facilities maintenance, fleet and equipment maintenance, landscape and parks maintenance or streets maintenance, including two (2) years of lead responsibility or other qualifying higher level public works maintenance experience.

License and Certificate:

- Possession of a valid driver license and a satisfactory driving record throughout employment.

When responsible for the Fleet and Equipment section:

- M1 and/or Class A driver license with tank endorsement may be required within twelve months of assignment.

When responsible for the Landscape and Parks section:

- Playground Safety, Pest Control Advisor and/or Arborist certificates may be required within twelve months of assignment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate the above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Willingness and ability to work emergency overtime and available on call, as required. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 90 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.