

MAINTENANCE OPERATIONS SUPERVISOR

DEFINITION

To plan, coordinate, supervise and perform skilled and responsible work in the daily operations of building maintenance and maintenance and repair of streets, parks, facilities, and grounds or landscaped areas, and related equipment, operating a wide variety of tools and equipment, which may include driving heavy equipment necessary in completing tasks; ensures work quality and adherence to established policies and procedures; coordinates assigned activities with other division and outside agencies; maintains appropriate work records including time cards and work orders; serves as a technical resource for assigned work crews; performs the more technical and complex tasks relative to assigned areas of responsibility; supervise assigned staff; and performs related tasks as assigned.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the City Engineer. Responsibilities include supervision of lower level maintenance personnel.

DISTINGUISHING CHARACTERISTICS

The incumbent in this position performs assigned duties in an independent manner and receives only occasional instruction or assistance as new or unusual situations arise. The incumbent is fully competent and knowledgeable of the operations and requires extensive knowledge of various areas of maintenance work. Work involves full responsibility of tasks which may involve the most technical and difficult assignments as well as the operation of applicable tools and equipment. This position is distinguished from the City Engineer in that the latter is responsible for the management of the entire department.

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

Essential

Plan, coordinate and supervise the daily operations of the building maintenance and maintenance and repair of parks and streets and equipment.

Assist in developing and implementing goals, objectives, policies and priorities for the assigned maintenance operations.

Recruit, train, supervise, and evaluate subordinate staff; administer maintenance contracts and oversee the work of maintenance consultants and contractors including fleet and equipment maintenance contracts.

Supervise, assist, participate in all phases of routine and emergency building maintenance such as plumbing, electrical, carpentry, masonry, concrete, glazing, and carpentry work; maintenance and repair of parks and streets including storm drains and catch basins,

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grounds and landscaped areas; conducting spraying tasks involving herbicides and insecticides, including mixing and applying fertilizers, herbicides and pesticides.

As needed, operate heavy construction equipment and other 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.

Prepare requisitions for material and supplies, review invoices for payment, maintaining records of time and materials used.

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

Inspect work in progress and upon completion for quality and conformance to instruction, specifications; assist subordinates with difficult work problems.

Prepare reports, memos, correspondence, records and schedules. Identify equipment and materials needed for each assigned project.

Assist in the budget preparation and implementation as it relates to maintenance operations; monitor and track expenses.

Important

Operate assigned vehicles skillfully and safely; observe safe driving practices.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Materials, methods, practices, and equipment used in streets, parks, construction, building, grounds, and landscape maintenance and repair.

Occupational hazards and standards safety precautions necessary in the assigned work.

Operation and maintenance requirements of trucks, light to heavy power-driven equipment, mechanical and other basic tools.

Procedures and techniques used in planting, cultivating, propagating, fertilizing, plant pests and disease control and eradication, and routine trimming of trees shrubs, flowers and lawns.

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Basic principles and practices of employee supervision, evaluation and motivation.

Ability to:

Supervise maintenance personnel in the performance of tasks related to streets, parks, construction, building, grounds, and landscape maintenance and repair.

Perform a variety of advanced, semi-skilled and skilled construction, repair and maintenance tasks.

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

Understand and carry out oral and written instructions; work independently or in a crew situation.

Train and supervise maintenance personnel.

Communicate effectively, orally and in writing.

Read and interpret building plans.

Purchasing equipment, materials, and supplies.

Prepare and maintain necessary written reports, logs, schedules, and procedures.

Establish and maintain cooperative working relationships with others.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of significant and progressive work experience in some or all areas of maintenance and construction, including a minimum of a year of supervisory experience.

Education:

Equivalent to completion of the twelfth grade supplemented with specialized training in heavy equipment operation or specialized courses necessary to successfully perform assigned area of maintenance and construction.

License or Certificate:

Possession and maintenance of a valid California Driver's License. Must be able to

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obtain a Class B California Driver's License within six months of appointment to the position. Possession and maintenance of a valid Pesticide Applicator's Certificate including categories B and C, issued by the State of California, is required.

PHYSICAL REQUIREMENTS:

The work requires a combination of the following physical requirements depending upon a given task on a given day: up to 3 hours of sitting, crouching, stooping, kneeling, climbing, balancing, turning, lifting or carrying between 26 to over 100 lbs., face to face talking, pushing/pulling between 26 to 100 lbs., finger dexterity, reaching overhead, pinching, hand-eye-foot coordination, field of vision, color vision, accommodation, and telephone conversations; 3 to 6 hours of standing, walking, bending, twisting, lifting or carrying 25 lbs. or less, verbal contact, pushing/pulling 25 lbs. or less, firm grasping, reaching forward, visions accuracy (far and near), depth perception, conversations; up to 8 hours of driving.

MENTAL REQUIREMENTS:

The work requires a combination of the following mental requirements depending upon a given task on a given day: interpreting, comprehending, following, and taking instructions; standard problems; detailed uninvolved instructions; one or two step instructions; simple reading, writing and math skills; speaking signaling; setting up; precision work; operating-controlling; driving; manipulation; tending; handling; perform simple, repetitive tasks to varied, complex tasks; maintain work pace; relate to other people; influence other people; generalizing; evaluating; responsibility for direction.

WORK ENVIRONMENT:

Work is performed indoors and outdoors; moving machinery; exposure to dust, fumes, smoke, gases; excessive noise; solvents, grease or oil; below ground; vibration; working alone; working around or with others; safety glasses, ear plugs, hard hat and protective clothing required.