



Maintenance Supervisor

DEFINITION

To perform a variety of skilled work requiring a high degree of skill and independent judgment in the construction, repair, and maintenance of Town streets, parks, and facilities; and as appropriate, to exercise technical and functional supervision over maintenance personnel and volunteers. Oversee the day-to-day maintenance operations and activities necessary to maintain the Town's public works infrastructure.

DISTINGUISHING CHARACTERISTICS

Under general supervision by the Public Works Director, supervises and works with Maintenance Worker in performing a variety of manual, semi-skilled, and skilled tasks involving maintenance and cleaning of streets, storm drains, public rights-of-way, landscaped areas, equipment, buildings and other public facilities. Operates power driven, hand-held and "walk behind" equipment, and tractor.

The Maintenance Supervisor may participate in the development and oversight of specific departmental goals, objectives, and priorities. The Maintenance Supervisor exercises independent judgment in applying policy and goals to resolve specific organizational and service delivery problems and to ensure that assigned tasks are completed in a timely and efficient manner.

GENERAL DESCRIPTION

Maintenance Supervisor is the highest level to the classification series. At this level, employees are expected to supervise and be proficient in communicating effectively with the public both orally, electronic and in handwriting, perform all skilled tasks related to Public Works, work independently, operate all equipment, and understand safe working practices.

Employees in this classification may assist the Public Works Director in training and on-site supervision of maintenance workers of public facilities.

ESSENTIAL JOB FUNCTIONS/DUTIES

Duties may include, but are not limited to the following:

- Participate in and perform construction, repair and maintenance duties requiring a high level of skill, independent judgment, and knowledge of Town buildings, roads, drainage systems, and parks.
- Works with Public Works Director to prioritize and assign daily workloads to maintenance crew; organizes and checks work performed by parks maintenance, building maintenance, and other outside contractors.

- Establish schedules and methods of implementing projects, including estimating required staffing, materials and equipment; implement policies and procedures.
- Provide input in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for personnel, supplies, materials, and equipment; monitor and control expenditures in assigned areas.
- 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 Town employees and the public using principles of good customer service.
- Review and approve Encroachment Permit and Road Closure applications.
- Operate and instruct subordinates in the safe operation of Town vehicles and equipment such as dump truck, loader, pickup trucks, and brush chipper.
- Identifies hazardous conditions and make recommendations to correct such hazards.
- Supervising crew in the cutting and trimming of the Town right-of-way with an eye toward both safety and aesthetics.
- Coordinates specialty work with contractors.
- Purchases tools and equipment in consultation with the Public Works Director.
- Maintains appropriate maintenance files and work records; performs various administrative duties as directed.
- Removes debris and assists in cleaning and clearing of public parks, lanes, storm drain systems and recreation facilities.
- Conducts sidewalk hazard inspection and marking.
- Works to support the set-up, safe operation, and take down for Town events and meetings.
- Operates and instructs others on the safe operation of power equipment such as chainsaws, power saws, gas trimmers, electric blowers, pumps and generators, and similar equipment.
- Performs routine and special maintenance on vehicles and other Town equipment.
- Performing maintenance and repair tasks involving carpentry, electrical, plumbing, and/or vehicle maintenance.
- Ordering necessary parts and materials associated with repairs.
- Training and overseeing the work of the Maintenance Worker.
- Installs street signs and post and pavement markers.
- Performs other related duties and responsibilities as required

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Basic computer skills including use of email and word processing programs
- Proper etiquette for interacting with residents, Town Hall workers, and vendors and contractors.
- Carpentry, general electrical, plumbing, welding, and vehicle maintenance.
- Working knowledge of landscape maintenance and irrigation systems.
- Safety procedures related to the safe operation of tools and equipment.

Ability to:

- Apply common sense understanding to carry out detailed written or oral instructions.

- Use a computer for word processing, spreadsheets and email.
- Operation of mobile technology devices including Smart phone
- Understand and carry out detailed written and oral instructions.
- Good reading comprehension and writing skills and the ability to keep accurate records.
- Take handwritten notes, use hand tools and operate a motor vehicle.
- Read and comprehend instructions, correspondence, and memos; write correspondence; effectively present information to residents and Town employees.
- Apply department and Town policies and procedures to making decisions in the field.
- Use hand tools such as shovels and rakes.
- Journeyman level skills in mechanics and carpentry.
- Operate heavy equipment on narrow roads.
- Add, subtract, multiply and divide, measure using fractions and/or decimals of a foot.
- Identify specific hazards and defects while performing annual inspections of Town infrastructure.
- Maintain constant awareness of safety, both for self and co-workers.

Physical ability to:

- Stand, walk, use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- Climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- Frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Repetitively use clippers, hedge trimmers, weed eaters, mowers, chain saw, chipper, shovel, tractor, dump truck, pickup truck, and a variety of power tools.
- Use close vision, distance vision, color vision, peripheral vision, depth perception, and adjust focus.
- Work in all weather conditions including wet, hot, and cold.
- May use cleaning and lubricating chemicals and ingredients which would expose the employee to fumes, dust, and air contaminants which may cause eye and skin irritation.
- Climb up ladders, use power and noise producing tools and equipment, and drive motorized vehicles, which would expose the employee to mechanical, electrical, and traffic hazards.

MINIMUM QUALIFICATIONS

- Any combination of experience and education that would likely provide the required knowledge and abilities to perform the essential duties and responsibilities is qualifying, such as:
- High school graduation or equivalent.
- Four years of increasingly responsible experience in the maintenance and construction of public works facilities,
- A valid California Class C driver's license and acceptable driving record.
- An associate's degree in construction technology, engineering, horticulture or a related field is highly desirable.