

CITY OF SCOTTS VALLEY CLASS SPECIFICATION

MAINTENANCE SUPERVISOR

JOB PURPOSE

To assist the Maintenance Division Manager in the supervision of day-to-day field activities of the Public Works maintenance crews, including assigning and reviewing work performed. Participates in the performance of a wide variety of skilled, semi-skilled and unskilled tasks in the operation, installation, maintenance and repair of City facilities and equipment.

Distinguishing Characteristics:

This is an advanced journey level classification, and is the full supervisory level class in the maintenance series. This class is distinguished from the Maintenance Worker III class in that the Maintenance Supervisor provides full supervision to employees in lower level classes, and has broader responsibility for public works projects including organizing materials, labor and equipment.

Supervision Received and Exercised:

Receives supervision from the Maintenance Division Manager. Receives work assignments on a weekly or monthly basis. The Maintenance Supervisor acts independently, within established policies and procedures.

Exercises full supervision to employees. Assists in selection of subordinate employees. Prepares performance evaluations, recommends discipline, trains, directs, coordinates and monitors the work of Maintenance Workers I, II and III.

EXAMPLES OF DUTIES

(Any one position will include some, but not necessarily all, of the typical duties listed; and examples given do not necessary cover all duties which may be performed.)

Essential Duties:

- Supervises the operation, maintenance and construction or repair of streets and storm drains.
- Supervises the maintenance and repair of the City's motorized equipment and City buildings.
- Supervises the maintenance and landscaping of City parks, including the installation and maintenance of irrigation and sprinkler systems, turf management, tree trimming, masonry and pesticide and herbicide spraying. Supervises and builds park structures such as storage structures, gazebos, barbecue and picnic areas.
- Supervises employees; assists in the selection and evaluation of subordinate employees; trains, directs, coordinates and monitors work of employees.
- Maintains quality control over all assigned activities.
- Evaluates facilities as to needed maintenance and schedules work of maintenance and repair workers.
- Inspects work in progress to ensure conformance with standards.

- Designs and supervises construction of new projects.
- Recommends and enforces safety measures.
- Analyzes operations and suggests and/or implements improvements.
- Requisitions equipment and supplies.
- Keeps records of work performed.
- Investigates complaints and takes proper action.
- Approves time cards and leave requests for those supervised
- Assists in selection of maintenance employees.
- Maintains materials inventory.
- As backup and for the purpose of training and demonstration, may perform any of the duties normally assigned to maintenance workers.
- As backup, may perform any of the duties normally assigned to the maintenance division manager.

Marginal Duties:

- Performs other related work as required.

EMPLOYMENT STANDARDS

Education, Experience and Licenses: Any combination equivalent to:

- Completion of high school;
- Three years professional-level experience in public works construction or maintenance work, including two years of supervisory experience at the leader level; and
- Valid California motor vehicle Class B license and a safe driving record.
- Must obtain a State Pesticide Applicator's license within 6 months of employment.

Desirable:

- College-level courses in horticulture, irrigation, landscape design and plant identification.
- California motor vehicle Class A license and a safe driving record.

Ability to: Supervise skilled, semiskilled and unskilled workers; evaluate applicants for maintenance positions; Plan, supervise, schedule and evaluate the work of employees; Keep records and make reports; Understand and follow oral and written instructions; Lift and move heavy loads; Drive a dump truck or like vehicle requiring comparable skills; Operate pneumatic and power tools and other light power equipment as required for performance of the duties; Perform skilled tasks in the construction and maintenance of public works, parks and building facilities; Maintain effective working relations with subordinates and other employees; Communicate in a courteous manner with the public; Work independently exercising good judgment and initiative.

Knowledge of: Methods, materials and techniques used in the maintenance and construction of municipal facilities, such as streets, sewers, water lines and landscaped areas; Principles of supervision; Municipal utility-type works, including sizes, location and standards for streets and sewers; Landscape maintenance practices; Common construction and maintenance hand and power tools, equipment and materials; Basic mechanical principles; Occupational hazards and safety precautions for the type of work performed.

WORKING CONDITIONS

Environmental Conditions: Positions in this class are required to working outside in all weather conditions. Requires exposure to fumes, pesticides and herbicides, dust, noise, vibration and dampness.

Physical Requirements: Positions in this class require walking, stooping, kneeling, crouching, bending and reaching on uneven and slippery surfaces and the ability to climb. Requires frequent lifting, carrying of up to 25 pounds, and less frequent and lifting and carrying of up to 50 pounds. Requires the ability to lift objects weighing up to 100 pounds with assistance.

CITY COUNCIL APPROVAL: September 4, 2002