



Maintenance Supervisor

Department/Division:	Public Works
Reports To:	Maintenance Manager or Utilities Manager
Provides Direction To:	Maintenance Worker I, Maintenance Worker II, and/or Building Maintenance Technician, depending upon position assignment.
FLSA Exemption Status:	Exempt
Date Prepared:	October 7, 2014
City Council Resolution #	

GENERAL PURPOSE

Under general supervision, plans, coordinates, supervises and evaluates the work of maintenance employees engaged in a major maintenance program associated with buildings, parks, parkways, City and park facilities, trees, landscaping, medians, and/or streets, and or sewer and meter maintenance; coordinates contracts, administers budgets, and conducts field inspections; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Maintenance Supervisor is distinguished from the Maintenance Worker I, Maintenance Worker II, and Building Maintenance Technician in that the position has greater supervisory, budget, contract administration, and project responsibilities, and participates in the development and enforcement of work standards and procedures. The Maintenance Supervisor may participate in crew work.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Plans, organizes, and schedules daily work for crews; sets priorities for projects and service requests; determines crew configurations based on available staff.
2. Organizes, assigns, and checks the work of staff responsible for one or more of the following activities: buildings and facilities maintenance; street maintenance, repair, and construction services; sewer and meter maintenance; parks, landscaping, and median maintenance.
3. Reviews work plans and specifications; estimates time, materials, staffing, and equipment that will be needed for assigned jobs; requisitions parts and supplies, as necessary; ensures that materials are ordered and received in a timely fashion.

ESSENTIAL FUNCTIONS (continued)

4. Coordinates maintenance set-ups for special events and works with other divisions, agency representatives, and contractors and vendors to arrange for maintenance functions.
5. Supervises and checks on maintenance personnel in the use and operation of a variety of vehicles, tools, and equipment in the maintenance and repair of City streets, buildings, and parks, including power and manual tools and light and moderately heavy power driven equipment, such as pneumatic jackhammers, sandblasting equipment and compressors, paving and sidewalk construction equipment, backhoes, loaders, water and dump trucks, boom trucks, and related vehicles; sewer, pumping and lift station and parking and water meter repair and maintenance.
6. Observes work in progress and upon completion for assigned employees and evaluates productivity, quality, safety, and compliance with applicable work methods in conformance with city standards and requirements.
7. Explains proper and safe work procedures; sets up and demonstrates proper use of tools, equipment, and vehicles as needed.
8. Inspects work in the field and ensures that traffic control markers are set and that that traffic control procedures are properly followed for work in traffic lanes; sets up cones, lanterns, and boards.
9. Establishes preventative maintenance schedules are followed and work areas and tools and equipment are regularly maintained and cleaned.
10. Conducts safety meetings; investigates accidents, injuries, and safety incidents and determines how to remove or avoid hazards.
11. Assists Maintenance Manager in preparing activity records and recording daily records in maintenance records systems; evaluates crew member performance and executes approved disciplinary actions.
12. Administers landscape, maintenance, and construction contracts; inspects work for compliance with contract specifications.
13. Responds to emergency maintenance or repair calls.

QUALIFICATIONS GUIDELINES

Knowledge of:

Operations, services, and activities of streets, parks, and other maintenance programs; safety standards, work methods, and equipment operation standards; safe and efficient use of tools and equipment; principles of lead supervision and training; methods and techniques of specialized maintenance in one or more of the following areas: City buildings and facilities, streets, sewers, parks, and park facilities and/or parking and water meter maintenance and repair work; proper operation and maintenance of mechanical and electrical equipment and troubleshooting methods; materials storage hazards and safety standards; traffic control and safety practices involving streets, sewers, parks, parks facilities, and landscape work; contract administration methods; labor and material cost estimating techniques; safe driving principles and practices; customer service practices.

Ability to:

Plan, organize, assign, supervise, and inspect work and motivate and evaluate the work of assigned employees; analyze complex maintenance problems and determine appropriate actions; operate a variety of street, sewer, parks, facilities, and landscape maintenance and repair equipment and tools in a safe and effective manner; determine resources required for different jobs; read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics; interpret and apply policies, procedures, and standards pertaining to maintenance programs and functions; perform skilled trades tasks; communicate effectively, both orally and in writing; establish and maintain effective working relationships with staff, management, contractors, vendors, and the general public.

Education/Training/Experience:

High School graduation or G.E.D. equivalent is required, supplemented by specialized training in construction technology. Five years of experience in streets, parks, sewers, facilities, and related general maintenance, electrical, repair work and equipment operations is required.

Licenses, Certificates; Special Requirements:

Valid Class C California driver's license and acceptable driving record in compliance with the City's Vehicle Insurance Policy standards.

A Water Tanker and medical endorsement may be required, depending upon the position assignment.

Ability to work extended hours and be available for on-call, stand-by, and emergency call service.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms above and below shoulder level. The employee is required to frequently stand and walk, and occasionally sit while completing work methods and reports. The employee is expected to bend, stoop, squat, kneel, climb, and crawl in confined space depending upon work tasks. The employee may lift, carry, push, and pull parts and equipment weighing up to and exceeding 50 pounds. The employee may be expected to operate loaders and backhoes, and related maintenance vehicles and jackhammers, stump grinders, sewer routing equipment, concrete cutters, and other specialized equipment, and use shovels, hoes, brooms, and other tools given job assignments.

Sensory demands include the ability to see, talk, and hear.

Mental Demands

While performing the duties of this class, the employee must be able to use written and oral communication skills; read and interpret data, information and documents; interpret policies and procedures; use math and mathematical reasoning; learn and apply new information or new skills; work under deadlines with interruptions; and interact effectively with staff, management, and others in the course of work.

ENVIRONMENTAL ELEMENTS

The employee constantly works outdoors and is subject to variable weather conditions and traffic, heat, dust, moisture and wetness as well as mechanical and electrical hazards, and applied chemicals. The employee is subject to loud construction noise given the operation of power tools, compressors, chippers, pumps, and large-scale motorized equipment. The employee may work in vaults and underground storage chambers.

The employee must have the ability to travel to different maintenance sites and locations and may be available for on-call, stand-by, and emergency call service.