

**MAINTENANCE SERVICES SUPERVISOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

To supervise the work of crews engaged in the maintenance and repair of streets, storm drains, sidewalks, and parks.

**DISTINGUISHING CHARACTERISTICS**

This position is distinguished from the position of Maintenance Services Leadworker in that this position is the first line supervisor and has responsibility for assigning, directing and monitoring the work performed by maintenance personnel.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Maintenance and Engineering Services Manager.

Exercises general supervision over maintenance staff.

**ESSENTIAL FUNCTION STATEMENTS**

*Essential responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

Organize and supervise crews of skilled and semi-skilled personnel in the repair and maintenance of public works facilities, including such things as street resurfacing, repairing and patching, sidewalk, curb and gutter removal and replacement, city/municipal storm drain system; Supervise maintenance of City parks including such things as park landscaping irrigation repair and troubleshooting, building repair and maintenance, and tree trimming/ removal.

Investigate complaints; and resolve or recommend corrective actions to supervisor to resolve complaints.

Inspect and evaluate public works and park facilities for needed maintenance and repairs.

Inspect the work of crews while in progress; provide advice and assistance to assigned supervisors.

Plan, direct, assign work to staff including scheduling vacation and leave requests; monitor, evaluate and conduct job performance evaluations; and as needed, take necessary disciplinary actions.

Monitors the work performed by contractors in performing city maintenance work and advises personnel on contract issues as they arise.

Recommend the purchase of necessary equipment and supplies.

Plan, develop and organize maintenance crew safety and general job training programs.

Assist in preparing cost estimates for public works and park maintenance and repair activities; and assists in the preparation of the annual division's budget.

Responds to Emergencies and after-hours work, including assisting with power outages (signs and traffic flow).

**Marginal Functions:**

As needed, may participate in the full range of public works and park maintenance activities; perform the most difficult maintenance and repair duties including heavy equipment operation.

Assist in coordinating public works and park maintenance activities with other City departments, divisions, and sections and with outside agencies.

Serve on various employee or other committees as assigned.

Perform related duties and responsibilities as required

**QUALIFICATIONS**

**Knowledge of:**

Materials, methods, practices and equipment used in public works and park maintenance and repair activities.

Occupational hazards and standard safety precautions necessary in the work place.

Safe work practices.

Principles of supervision and training.

**Ability to:**

Schedule multiple work assignments and ensure projects are completed on time.

Interpret and work from sketches, penciled layouts and blueprints and prepare plans for minor projects.

Communicate clearly and concisely, both orally and in writing.

Supervise, organize, evaluate and train staff.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Four years of increasingly responsible experience in public works and/or park maintenance, including supervisory experience.

**Training:**

Equivalent to completion of twelfth grade, supplemented with specialized courses in supervision and public works construction.

**Licenses/Certificates/ Other requirements:**

Possession of, or ability to obtain, a valid Class “C” California Driver's License by date of hire.

Possession of, or ability to obtain (within end of probation period) a State Pest Control Application license.

**PHYSICAL DEMANDS**

Sitting:	Frequently	Lifting:		
Standing:	Occasionally	up to 10 lbs:	Occasionally	
Walking:	Occasionally	11 to 25 lbs:	Occasionally	
Bending:	Never to Occasionally	26 to 50 lbs:	Never	
Crouching:	Never to Occasionally	51 to 75 lbs:	Never	
Stooping:	Never to Occasionally	76 to 100 lbs:	Never	
Kneeling:	Never	100 + lbs:	Never	
Crawling:	Never	Carrying		
Climbing:	Never	up to 10 lbs:	Occasionally	
Balancing:	Never	11 to 25 lbs:	Occasionally	
Running:	Never	26 to 50 lbs:	Occasionally	
Twisting:	Occasionally	51 to 75 lbs:	Never	
Turning:	Never to Occasionally	76 to 100 lbs:	Never	
Jumping:	Never	100 + lbs:	Never	

Pushing/Pulling:

up to 10 lbs:	Occasionally
11 to 25 lbs:	Never
26 to 50 lbs:	Never
51 to 75 lbs:	Never
76 to 100 lbs:	Never
100 + lbs:	Never

Grasping – firm:	Occasionally
Finger dexterity:	Occasionally to Frequently
Reaching forward:	Occasionally
Reaching overhead:	Occasionally
Pinch grasp:	Occasionally
Grasp – light:	Occasionally

Coordination	-	Eye-hand: Never
		Eye-hand-foot: Never
		Driving: Frequently

Talking	-	Face-to-face: Frequently
		Verbal contact: Frequently
		Public: Frequently

Vision	-	Acuity far: Required
		Acuity, near: Required
		Depth perception: Required
		Field of vision: Required
		Accommodation: Required
		Color vision: Required

**PHYSICAL DEMANDS: (continued)**

Hearing - Conversation: Frequently  
Telephone: Frequently  
Earplugs: Occasionally

**MENTAL REQUIREMENTS**

Abstract variables, Interpret instructions, Problems-standard, Detailed, uninvolved instructions, One or two step instructions, Reading-complex, Writing-simple, Math skills-complex, Form, Clerical, Coordinating, Analyzing, Copying, Mentoring, Negotiating, Instructing, Supervising, Persuading, Speaking-signaling, Taking instructions-helping, Comprehend/follow instructions, Perform simple repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied complex tasks, Generalizations/evaluations, Responsibility for direction.

**WORK ENVIRONMENT**

Indoors, Outdoors, Moving machinery, Slippery/uneven surfaces, Using computer/computer monitor screen, Works around others, Works alone, Works with others.