



JOB DESCRIPTION

Maintenance Supervisor

Date Prepared: August, 2014

SUMMARY: Under limited supervision, assigns, supervises and reviews the work of crews engaged in various City facilities and parks maintenance projects. Manages and coordinates the daily maintenance of municipal sites; perform related duties, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Plan, organize, coordinate, and direct subordinate staff in daily work operations; provide quality assurance and technical assistance to staff regarding difficult or unusual activities or situations.
- Ensure adherence to safety regulations and practices.
- Assign, supervise, and review the work of crews performing facilities/grounds maintenance work activities.
- Supervise subordinate staff, set work priorities, create work schedules, provide training, conduct performance evaluations, reward and/or disciplines employees.
- Plan future projects and maintain maintenance manuals for City facilities.
- Inspect City parks and facilities.
- Ensure all City sites are mechanically sound, operating efficiently, clean, safe, and presentable to employees and the general public.
- Develop and implement lock and key systems for all City buildings.
- Maintain the security of the systems.
- Monitor and evaluate preventive maintenance schedules and procedures.
- Establish production and quality controls.
- Maintain and account for tools, equipment, and supplies.
- Prepare annual budget and track expenditures.
- Meet with external public agencies, vendors, and contractors to resolve issues.
- Obtain quotes for upcoming projects.
- Coordinate the maintenance and service of equipment and vehicles with the City fleet maintenance division and external vendors.
- Serve as the first contact in emergency situations and take appropriate actions to resolve the situation.
- Conduct analysis of service requests.
- Visit job sites to review progress and work quality.
- Ensure safe working practices are followed.
- Review employee activity schedules, approve leave requests, and review and approve time sheets.
- Review policies and procedures.
- Provide recommendations on safety topics.

- Compile information and writes reports.
- Evaluate job performance and prepare and present verbal and written discipline.
- Represent the department on the Community Services Advisory Committee and at division cabinet meetings.
- Evaluate, plan, and coordinate with other City departments regarding work activities.
- Conduct employee safety training meetings and general employee training.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma OR GED equivalent, supplemented by 30 college units AND three years of mechanical/electrical building maintenance experience including two years of supervisory experience; OR four years of experience in irrigation maintenance, repair, programming, and installation, park and turf maintenance; OR an equivalent combination of education, training, and experience. May require four years of pest control management.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a valid California class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.
- May require a California Pesticide Qualified Applicator certificate.
- May require a Pool Operators certificate.
- May require Maxicom Central Control Irrigation certification.

Knowledge of:

- City policies and procedures.
- Principles and practices of effective employee supervision.
- Principles and practices of budget administration.
- Purchasing procedures.
- Principles and practices of building maintenance operations.
- Principles and practices of preventive grounds maintenance.
- Physical need of plants and turf.
- Fire and building codes.
- HVAC systems.
- Electrical and mechanical systems.
- Plumbing and painting practices and methods.
- Principles and methods of the construction and maintenance of bituminous pavement and concrete structures.
- General construction and maintenance materials and equipment.
- Practices, methods and tools used in modern building maintenance and management.
- Principles and practices of inventory management.
- Safety practices and procedures.
- Pertinent state and federal laws.
- Principles and practices of project management.
- Maxicom central control irrigation.

Skill in:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Supervising staff, delegating tasks and authority, and evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Calculating time and material cost estimates.
- Reading and interpreting blueprints, specifications, and manuals.

- Initiating changes in response to City and state codes.
- Operating motorized equipment, vehicles, power, and hand tools.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Planning, developing and coordinating maintenance services.
- Establishing and maintaining cooperative working relationships with department heads, managers, supervisors, employees, contractors, vendors, external public agencies and the general public and applying safe work practices.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed primarily in an outside environment and includes work related travel in a City vehicle. Incumbent may be exposed to all types of environmental conditions, with noise, vibrations, fumes, odors and dust, and may work for long periods in hot, cold, wet or icy weather and high winds. Incumbent must be able to see and hear in the normal range with or without correction and have the ability to read printed material the size of typewritten characters and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must be able to lift heavy loads up to 100 pounds. Incumbent must be able to work with small components and be able to distinguish clearances around machinery with moving parts. Incumbent must be physically able to perform strenuous work and in sufficient physical condition to safely perform the duties of the position. Incumbent will be required to respond to call-outs and emergencies after regular working hours and on weekends and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts. Incumbent must possess the stamina to work long hours, if necessary.

Department Head

Date

Personnel Officer

Date