



MAINTENANCE SUPERVISOR

DEFINITION

To plan, organize, and supervise the field maintenance employees' activities related to streets, sidewalks, special events, construction management and the safety and training of subordinates.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Public Works Operations and Maintenance Infrastructure Administrator or designee. Responsibilities include direct and indirect supervision of staff. Exercises discretion and independent judgment with respect to assigned duties. The work of this class involves substantial leadership, responsibility and decision-making.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class; this is not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

- Supervise and assign personnel to perform a variety of roads, sidewalks, inspections and reviews and repair of City-owned infrastructure
- Plan, organize, and supervise the work for the Right of Way (ROW) Maintenance Workers and their actions on sidewalks, urban trails, city parking lots, roadway and guardrails and other infrastructure within the City
- Evaluate work of the Maintenance Worker Groups to ensure accuracy, efficiency, and effectiveness
- Prepare and maintain accurate maintenance and repair records using city maintenance software and applications such as MS Word, MS Outlook, MS Excel
- Train subordinates on proper practices and procedures for roads, sidewalks, urban trails, sign and work zones
- Inspect road and sidewalk work performed for the City by contractors to ensure compliance with State and City codes
- Assist other departments in addressing ROW issues within the city; this may include homeless camps, illegal dumping and blight related issues
- Ensure that all safety precautions are adhered to in performance of assigned duties
- Prepare the Streets Mid-Year and annual department budgets
- Administer and monitor the assigned divisional operation budgets
- Prepare written and documented reports related to assigned programs, performance evaluations, improvement plans and administer disciplinary actions of subordinates
- Submit requests for materials, tools, equipment, and other supplies needed by the division; prepare equipment specifications; assist in maintaining expenditure records for materials and service
- Comply with and ensure implementation of Department Injury and Illness Prevention Program within assigned area of responsibility

- Assist with and perform a variety of personnel actions including selection, training, promotions, performance evaluations, disciplinary actions, and dismissals
- Work cooperatively with others, including other City departments and outside agencies
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present in order to supervise and communicate essential information to other employees, as well as to satisfy shifting public service needs and business concerns

OTHER JOB FUNCTIONS

- Answer emergency calls and perform emergency repairs
- Coordinate and assist outside agencies with streets, sidewalks, sign and road marking repairs and maintenance
- Make recommendations to other departments for supplies, materials, and services for proper functioning of their related infrastructure
- Requisition and purchase materials and supplies
- Evaluate operations and maintenance activities
- Take standby duty, if assigned

QUALIFICATIONS

Knowledge of:

- In depth knowledge of streets and sidewalk equipment, as it relates to the City's ROW infrastructure
- Comprehensive understanding of personal computers and operational and maintenance software programs
- Methods, tools and equipment used to maintain, repair, test, troubleshoot, calibrate, and perform preventative maintenance on a wide variety of streets equipment
- Comprehensive knowledge of City of Woodland Policies and procedures contained in the Department Illness and Injury Prevention Program
- Safe work practices, applicable codes, laws and ordinances, and practices of leadership
- Supervisory and training principles and practices of first line management
- Handling and disposal of hazardous waste associated with homeless camps
- Budget development, contracts management and expenditure control
- Safety programs related to street maintenance

Skill to:

- Interact effectively and courteously with the public
- Respond quickly in emergencies
- Manage, direct, coordinate, and evaluate the work of assigned personnel
- Develop, evaluate, interpret and apply divisional operations and department policies and procedures
- Read and interpret blueprints and mechanical schematics
- Communicate effectively, both orally and in writing
- Establish and maintain effective work relationships with those contacted in the performance of required duties

Ability to:

- Lead, organize and review the work of maintenance staff in the area of work assigned
- Analyze problems, identify solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply City and department policies, procedures, rules and regulations.
- Gather data and prepare reports as necessary on issues related to area of assignment
- Establish and maintain effective working relationships with those contacted in the performance of required duties
- Develop and maintain accurate and concise reports
- Prepare and maintain accurate maintenance and repair records using city maintenance software and applications such as MS Word, MS Outlook, MS Excel
- Communicate clearly and concisely, both orally and in writing
- Supervise and train assigned personnel

Minimum Education and Experience**Education:**

- High School diploma or equivalent, supplemented by coursework or training in construction and maintenance or closely related field. Certification from the American Public Works Association's Public Works Institute is highly desirable

Experience:

- Five (5) years of experience in road construction and maintenance work, at least two (2) years of which shall have been in a supervisory or lead capacity. Thirty (30) college semester units concentrated in public works maintenance, or a related field may be substituted for one (1) year of the required experience

Licenses and Certificates:

- Valid class A or B California Driver's License with Tank and Air Brake Endorsements and DMV Medical is highly desirable
- Licenses and certifications required prior to permanent appointment:
 - First Aid and CPR/First Aid Certifications
 - Work Zone/Flagger Safety Certification
 - Hazwoper/Sharps 24-hour Certification
 - Forklift Certification
 - Competent Person Certification
 - Backhoe & Mini Excavator Certification
 - IMSA or Approved Signs Technician Level II Certification

ADA COMPLIANCE

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, workspace restrictions, intense noises, and environmental dangers.