

## **PARKS AND BUILDING MAINTENANCE SUPERVISOR**

### **PURPOSE**

To plan, organize, monitor and supervise the work of maintenance personnel assigned to Parks and Building Maintenance within the Public Works Department; the maintenance and repair of City-owned vehicles and equipment and to perform a variety of technical tasks relative to Parks and Building Maintenance.

### **WORKING CONDITIONS**

Work is performed predominantly outdoors and includes exposure to extremes in weather conditions, hazardous materials, airborne particles, noise, and traffic hazards.

### **PHYSICAL DEMANDS**

The work emphasizes moderate lifting (up to 50 Pounds); standing, reaching, bending, squatting, climbing, kneeling and twisting. The work also emphasizes speech, hearing and vision.

### **DISTINGUISHING CHARACTERISTICS**

This class is a full, first-line supervisory level in the maintenance series. Incumbents have responsibility for resolving employee complaints, ensuring that departmental rules and regulations are followed, and preparing employee performance evaluations. Receives general direction from the Public Works Director or his/her designee. Exercises direct supervision over maintenance personnel assigned to the Public Works Department.

### **ESSENTIAL JOB FUNCTIONS** - Duties may include, but not limited to, the following:

Plan, organize, assign, supervise and review the daily work of maintenance personnel assigned to the Public Works Department.

Monitor operation and activities of Public Works staff; recommend improvements and modifications; assist in preparation of various reports on operations and activities.

Assist in the preparation of annual budget; prepare cost estimates and submit justifications for equipment; monitor budget expenditures.

**ESSENTIAL JOB FUNCTIONS** - Continued

Monitor and control supplies and equipment; order supplies and tools as necessary; prepare documents for equipment procurement; assist in the preparation of specifications and contracts for contract services.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Assist with selection, promotions, performance evaluations, disciplinary actions and dismissals of assigned personnel.

Perform the most complex Parks and Building Maintenance duties; provide technical assistance to crews; conduct safety training sessions.

Perform diagnostic and maintenance of Citywide owned vehicles.

Train staff in maintenance of Parks and Buildings.

Perform standby duty; receive and respond to emergency calls.

Make every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public.

Perform related duties as assigned.

**DESIRABLE QUALIFICATIONS**

**Knowledge and Abilities:**

Knowledge of the principles and practices of parks, pool, vehicle and building maintenance; equipment, tools and materials used in vehicle, parks and building maintenance activities; principles of supervision and training; principles and practices of safety management; pertinent local, state and federal laws, ordinances and rules.

Ability to read and understand construction drawings, plans and specifications; organize, implement and direct parks and building maintenance operations and activities; interpret and explain pertinent department policies and procedures; develop cost estimates for supplies and equipment; perform the most complex maintenance duties and operate related equipment; demonstrate tact and diplomacy with the public; develop and recommend systems and procedures

related to assigned operations; establish and maintain cooperative and effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; supervise, train and evaluate assigned staff.

**Education and Experience:**

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:** Equivalent to completion of twelfth grade supplemented by specialized training in Public Works operations.

**Experience:** Four years of increasingly responsible experience in Public Work Maintenance, including one year lead/supervisory experience.

**Other Requirements:**

Possession of a valid Class C California Driver's License and a satisfactory driving record are conditions of initial and continued employment.

Possession of, or ability to obtain, a valid California Class B Motor Vehicle Operator's License may be required for selected positions.

Possession of, or ability to obtain, a valid California Department of Pesticide Regulations (DPR) Qualified Applicator Certificate may be required for selected positions.