

MAINTENANCE SUPERVISOR

PURPOSE AND NATURE OF WORK

Work activities consist of laying out, assigning, and overseeing the work of employees, including skilled, semi-skilled, and unskilled workers, engaged in the maintenance and repair of buildings, auxiliary structures, and related equipment which require the performance of tasks such as painting, carpentry, welding, plumbing, and the making of mechanical and electrical repairs. There is also some limited construction done. Areas of work assignment include the supervision of maintenance, repair, and limited construction for recreation and park facilities and equipment, library facilities, or various other facilities and equipment under the General Fund. Employees generally follow standard methods and techniques in repair, maintenance, and construction activities, but are expected to exercise considerable discretion and independent judgment in directing crews and individuals engaged in such work. Incumbents frequently participate in work when unusual problems arise.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Plans, assigns, supervises and review the work of a number of crews or individuals assigned to the maintenance, repair, and limited construction of municipal facilities. Prepares work rosters; revises rosters and work priorities as necessary; furnishes general or detailed instructions to crews; reviews work progress. Supervises and participates, when necessary, in maintenance, repair, and construction tasks. Maintains and reviews operating and crew records.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the methods, materials, tools, and practices used in the maintenance, repair, and limited construction of municipal facilities in area of work assignment.
Considerable knowledge of the proper and safe use of tools and equipment used in the work.
Considerable knowledge of shop arithmetic.
Ability to plan, delegate, and supervise the work of a moderately large labor force.
Ability to supervise maintenance, repair, and limited construction activities in area of work assignment.
Ability to evaluate the utilization of personnel, materials, and equipment, and to recommend revisions as to assignments and procedures.
Ability to maintain records and prepare concise reports.
Ability to work from sketches, diagrams, and blueprints.
Ability to establish and maintain effective relationships with superiors and other employees.
Skill in the use of tools and equipment in area of work assignments.

DESIRABLE TRAINING AND EXPERIENCE

Completion of high school, and considerable experience of a progressively responsible nature in the maintenance, repair and construction of facilities, including considerable supervisory experience; or any equivalent combination of training and experience.