

**Class Title: Supervisor
 Bureau of Property Maintenance
 Department of Public Works**

Class Definition: Working under the general guidance of the Director of Public Works and his/her assistant(s), the incumbent is responsible for the maintenance of all city buildings and public property assets including but not limited to police facilities, fire facilities, city hall, parking facilities, street signs, pavement markings, parking meters, and parks structures. The Property Maintenance Supervisor is a working position that will have oversight of the bureau staff as well as responsibility for the planning and scheduling of projects that involve maintenance, construction, operation, and repair to all city facilities.

Distinguishing Features of Work: This is a working supervisor position that requires a high level of technical knowledge and ability. The Supervisor must have in-depth knowledge of a variety of construction trades including carpentry, plumbing, masonry, HVAC, as well as fluency in the safe use of hand tools, power tools, vehicles, and equipment such as tractors, forklifts, plows, and spreaders. This position must have ability to perform light and heavy manual labor of a routine nature. The Supervisor, with the assistance of the Department Director, is responsible for staffing decisions and assignments, ensuring safety of personnel, creating and enforcing bureau policies and standard operating procedures, training personnel, inspecting work performed by the bureau, and enforcing regulations, guidelines, and policies. This position is responsible for oversight of the bureau budget and of all bureau expenditures. The supervisor must exercise independent judgment in determining priority and importance of projects and excellent supervisory skills to ensure that the projects are completed satisfactorily, on time, and within budget. A person in this position is also responsible for recommendations in areas such as hiring, transfers, suspensions, promotions, discharges, assignments, and disciplinary actions which could be in the best interest of the City.

Examples of Work: (Note: The following examples of work are only illustrative of the kind of work to be performed by persons of this class and are not intended to be all-inclusive or exclusive. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.) This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This position performs a variety of administrative, supervisory and skilled tasks in the maintenance and operation of public buildings, grounds, parks, parking facilities, street signage, pavement markings, and other city assets. Must have in-depth knowledge of the principles of carpentry, plumbing, HVAC, masonry, welding, and be able to assign and execute tasks properly and safely. Supervises full-time maintenance workers as well as part-time and seasonal employees. Plans and organizes work tasks and staff assignments; trains, motivates and evaluates assigned staff; Provides leadership and direction in the development of short and long range plans; coordinates maintenance activities with other bureaus and agencies as needed. Communicates official plans, policies and procedures to staff and the general public in assigned

area of responsibility. Develops bureau operating procedures within the limits of department policies and procedures. Enforces policies, regulations, and safety and health standards. Determines, calculates and secures the appropriate materials and supplies for assigned projects. Contracts with vendors to perform certain tasks. Assists in the preparation of specifications, estimates, and bids for machinery, equipment, and contractor services. Assures that tools and equipment are properly maintained and kept in proper working condition. Prepares, maintains, and tracks daily, monthly and annual bureau work tasks. Responds to public inquiries and emergency calls. Oversees and coordinates parking garage and surface lot maintenance including computerized equipment. Assures that assigned areas of responsibility are performed within budget and in accordance with acceptable industry standards; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; determines work procedures, prepares work schedules, and expedites workflow; issues written and oral instructions; assigns duties and examines work for proper and professional completion and conformance to policies and procedures. Cultivates positive and professional working relationships with, and among, assigned workers and resolves grievances;

Tools and Equipment Used: Pick up trucks, dump trucks, variety of lawn and landscaping equipment including but not limited to tractors, mowers, blowers, chain saws, weed trimmers. Electric motors, pumps, plows, spreaders, street paint machines, a variety of hand and power tools used for carpentry, painting, plumbing, HVAC, and concrete finishing work. Personal computer including word processing and spreadsheet software, mobile phone, email

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to walk, stand, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move 50 or more pounds and occasionally lift in excess of 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works near moving mechanical parts and in outside weather conditions. The employee may work in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually quiet in the office and moderately to extremely loud in the field.

Necessary Knowledge, Skills, and Abilities: Extensive knowledge of the principles and practices of carpentry, HVAC, plumbing, masonry, welding, and general construction.

Thorough knowledge of OSHA safety regulations and practices. Thorough knowledge of winter maintenance activities including plowing and de-icing operations. Working knowledge of the principles and practices of office management, work organization and supervision. Working knowledge of equipment and supplies used in the maintenance of buildings and grounds. Skill in operation of listed tools and equipment. Ability to communicate effectively, verbally and in writing; Ability to plan, organize, coordinate and implement a comprehensive asset management program; Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public. This position will require after-hours and on-call duty.

Qualifications Required for Appointment: Graduation from high school or GED equivalent with minimum of (7) years experience in general construction and/or building and property maintenance with demonstrated supervisory experience being strongly preferred. Candidate must have demonstrated experience and fluency in carpentry, masonry, plumbing, and HVAC. Ability to organize, coordinate and implement a comprehensive property maintenance program. Ability to develop and maintain the bureau budget. Must be able to coordinate projects with other bureaus. Ability to coordinate, analyze, and utilize a variety of reports and records as well as computer programs and email. Valid state driver's license and ability to obtain a Class B CDL if required

Work Schedule: Per established departmental policy.

REV: 10/14