

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

PUBLIC WORKS MAINTENANCE SUPERVISOR

DEFINITION

Under general direction from the Public Works Superintendent, plans, directs and supervises the work of assigned personnel within the Building Maintenance, Street Maintenance, or Motor Vehicle (Fleet) subdivisions within the Maintenance Division of the Public Works Department; and performs related duties as required.

EXAMPLES OF DUTIES

Prepares the detailed planning, scheduling and organization of the work of assigned personnel; checks work of assigned crews to see that work is done properly and expeditiously; confers with Public Works Superintendent on significant deviations; prepares cost estimates as required; assists in the preparation of annual budgets, including capital improvements; assists in projecting personnel, equipment, and material needs; opens and completes work orders; maintains records concerning installations, repairs, and the condition of the building, system, or vehicle being maintained; makes recommendations for improvements, additions, alterations and repairs and may inspect work performed by outside contractors; evaluates the work of assigned personnel, prepares employee performance evaluations, counsels employees, recommends disciplinary actions and commendations; conducts effective training on equipment operation, care, cleaning and maintenance; and general safety and work site safety; advises on safety precautions and instructs personnel in the technical aspects of work performed; responds to inquiries and complaints pertaining to the work of the Divisions as directed.

MINIMUM QUALIFICATIONS

Knowledge of: Practical aspects of supervisory principles and practices including effectively maintaining a work environment that is free of discrimination and harassment; elements of work scheduling; labor and material cost estimating for construction projects; basic recordkeeping and budget procedures; standard safety procedures, including working practices and safety orders of the California Division of Industrial Safety pertinent to utility construction and maintenance; methods, tools, materials, and types and functions

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of equipment used; provisions of the California Vehicle Code as it applies to the loading and operation of motor vehicles; applicable Federal, State and local laws, codes and regulations.

Ability to: Supervise, schedule, train, and direct the work of personnel assigned; follow oral and written directions; prepare clear and accurate reports; prepare and maintain records; read and interpret plans and specifications; maintain inventory control, be available in an emergency for night and weekend work; operate and maintain all types of specialized equipment used in the maintenance of public buildings and infrastructure streets, and motor vehicles; perform skilled and semi-skilled tasks; organize and direct building, street, and motor vehicle maintenance projects; establish and maintain preventative maintenance programs; analyze situations effectively and develop appropriate solutions to correct problem areas, communicate with various personnel, including personnel from other City Departments, city residents, engineering consultants and industry representatives, communicate clearly and concisely with contacts both verbally and in writing, as needed, to perform one's assignments, interact positively and cooperatively with co-workers, respond politely to customers, work as a team member, function under demanding time pressures, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: Five years of increasingly responsible experience in performing semi-skilled work in the maintenance of buildings and infrastructure, streets, or motor vehicles, or other public works projects, at least two years of which was served in a supervisory capacity.

Education: Graduation from high school or equivalent. Associate of Arts Degree or higher in related field highly desirable.

Physical Requirements: Moderate and sometimes strenuous exertion required, including sustained walking, standing, bending, kneeling, crawling, climbing, and lifting. Works in adverse weather conditions from time to time. May be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold when in the field, and may be required to sit for long periods of time using a keyboard and mouse.

License: Possession of valid California Class C Driver's License, (including acceptable driving record).

R: 6/22/09