

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

MAINTENANCE SUPERVISOR

DEFINITION

Under general direction, the Maintenance Supervisor position directs and manages the activities of a major operating subdivision within the Public Works Maintenance Division of the Public Works Department. The incumbent may be assigned by the Department Director or their designee to any one of the designated subdivisions within this classification.

Manages, plans, organizes, directs, and supervises the work of assigned personnel within the designated subdivision (Building Maintenance (Facilities), Street Maintenance, Park Maintenance or Motor Vehicle (Fleet)) of the Public Works Maintenance Division.

EXAMPLES OF DUTIES

Prepares the detailed planning, scheduling and organization of work for the designated subdivision; evaluates and inspects work of assigned personnel and contractors to ensure the work is done properly and expeditiously; prepares cost estimates as required; prepares and monitors annual operating budget; assists in the preparation of the capital improvement budget; assists in projecting personnel, equipment, and material needs; opens and completes work orders and service requests; maintains records concerning installations, repairs, and the condition of City assets being maintained; makes and implements recommendations for operational improvements, additions, alterations and repairs; evaluates work completed by assigned personnel, prepares employee performance evaluations, counsels employees, recommends disciplinary actions and commendations; plans, coordinates, and conducts effective technical training on equipment operation, care, and maintenance; health and safety; and staff development programs; advises on safety precautions and instructs personnel in the technical aspects of work performed; responds professionally to service requests, inquiries and complaints pertaining to the maintenance subdivision; and performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of: Practical aspects of supervisory and management principles and practices including effectively maintaining a work environment that is free of discrimination and harassment; principles of public relations; letter and report writing techniques; elements of project management and work scheduling; labor and material cost estimating for construction projects; basic recordkeeping; budget preparation and procedures; standard health and 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 of equipment used; provisions of the

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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 assigned personnel and contractors; provide 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 assets such as, but not limited to buildings, landscaping, storm conveyance systems, traffic signals, street lights, roadways, and motor vehicles and equipment; perform skilled and semi-skilled tasks; organize and direct building, street, park, and motor vehicle maintenance projects; establish and maintain preventative maintenance programs; ensure compliance with applicable Federal, State, and County environmental regulations; analyze situations effectively and develop appropriate solutions to correct problem areas; communicate professionally with various personnel, including personnel from other City Departments, city residents, engineering consultants, and industry representatives; communicate effectively, clearly and concisely with contacts both verbally and in writing 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, parks and landscaping, traffic signals, roadways, and storm drain conveyance systems, motor vehicles, or other public works projects, at least two years of which was served in a lead or 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).

Possession of a valid Class "A" or Class "B" California Driver's License with a Tank Endorsement is desirable.