

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 Maintenance Division; 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, insuring that departmental rules and regulations are followed, and preparing employee performance evaluations. Receives general direction from the Public Works Superintendent. Exercises direct supervision over maintenance personnel assigned to Parks and Building Maintenance.

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 parks and building maintenance operations.

Monitor operation and activities of parks and building maintenance; 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.

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.

ESSENTIAL JOB FUNCTIONS -

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.

May serve as Acting Public Works Superintendent as needed.

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, and building maintenance; equipment, tools and materials used in 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 Parks and Building Maintenance operations.

Experience:

Four years of increasingly responsible experience in Parks and Building 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 Pesticide Applicator's Certificate may be required for selected positions.