



Class Code: 416.2
WP Code: Maint Supervisor
Established: November 1987
Revised: 03/06; 12/06
EEO Code: P

City of Newark, California

CLASS SPECIFICATION

MAINTENANCE SUPERVISOR

DEFINITION

Under general direction from the Maintenance Superintendent; to plan, organize, direct and supervise public works maintenance operations, including equipment, building, street, and landscape and park maintenance activities, as assigned, within the Maintenance Division; and to perform a variety of technical tasks relative to assigned area of responsibility.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for a variety of public works maintenance activities; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in public works maintenance operations.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, materials, and equipment; monitor and control expenditure.

Coordinate and administer activities related to various contracts and projects.

Exercise direct supervision over assigned maintenance personnel; participate in the selection of staff; provide or coordinate staff training; conduct performance evaluations; work with employees to correct deficiencies; implement discipline procedures.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

Maintenance Supervisor

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of public works maintenance, including equipment maintenance, building maintenance, street maintenance, and landscape and park maintenance.

Equipment, tools and materials used in a variety of public works maintenance activities.

Principles of supervision, training and performance evaluations.

Principles of budget monitoring.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

Organize, implement and direct public works maintenance operations such as equipment maintenance, building maintenance, street maintenance, and landscape and park maintenance.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write and use a keyboard to communicate through written means; lift or carry heavy weights; and work in conditions of various outdoor exposure, at high elevations, and in confined spaces.

Interpret and explain pertinent public works maintenance and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing, including the use of electronic mail.

Maintenance Supervisor

Supervise, train and evaluate assigned staff.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in public works maintenance, including two years of lead responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in landscape maintenance, facilities management, business administration, engineering, administrative management or a related field.

Training may be substituted with experience on a year for year basis to a maximum of four years.

License or Certificate

Possession of, or ability to obtain, a Class C California driver license.

When responsible for the Landscape and Parks section:

Possession of, or ability to obtain within one year of employment, an Arborist certificate.

Possession of, or ability to obtain within one year of employment, a Playground Safety certificate.

Possession of a Pest Advisor certificate is desirable.

Probationary Period: 12 Months

FLSA: Exempt