

## **CITY OF IRWINDALE**

### **PUBLIC WORKS MAINTENANCE SUPERVISOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **SUMMARY DESCRIPTION**

Under general direction, supervises, plans, and coordinates assigned maintenance activities and operations including streets, parks, drainage systems, and related buildings and facilities; ensures work quality and adherence to established policies and procedures; coordinates assigned activities with other divisions, outside agencies, and the general public; and provides responsible and complex staff assistance to the Public Works Director/City Engineer.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Coordinates the organization, staffing, and operational activities for assigned maintenance services including maintenance and repair of buildings, streets, right-of-ways, parks, grounds and landscaping, graffiti removal, drainage system, and other facilities; assists maintenance staff as needed.
2. Participates in the development and implementation of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies, and procedures; monitors work activities to ensure compliance with established policies and procedures.
3. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
4. Coordinates and reviews the work plan for assigned maintenance services and activities; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems
5. Participates in the selection of maintenance staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
6. Participates in the preparation and administration of the department budget; submits budget recommendations; monitors expenditures.
7. Performs the more technical and complex tasks of the work unit, which may include activities such as the inspection of equipment, vehicles, facilities, and City streets and sidewalks for needed repairs; prepares reports and develops schedules for repairs.
8. Monitors work sites and ensures adherence to safe work practices and procedures; responds to and resolves complex work related or equipment operating problems.
9. Schedules various inspections to meet City, County, State, and Federal codes including inspections related to backflow devices on irrigation systems and facilities, annual maintenance of fire extinguishers and fire suppression systems, annual weed abatement activities, and inspections of City facilities with regard to hazardous waste collections, grease traps, and pesticide usage.
10. Oversee contractors working for the City involving public works maintenance; monitors and ensures compliance with specifications and cost agreements.

**CITY OF IRWINDALE**

**Public Works Maintenance Supervisor (Continued)**

11. Operates a variety of equipment and tools including aerial lift, backhoe, skip loader, dump truck, power saws, power sanders, drills, air compressors, paint sprayers, sewer augers, table saws, chop saws, welders, and other related public works equipment and tools.
12. Plans quarterly turf fertilization for parks and landscaping around City facilities.
13. Coordinates event set-ups at all City facilities; supervises the installation and repair of landscape and street lighting, holiday decorations, and seasonal street banners.
14. Serves as primary contact for off-hours emergency calls; assembles and directs maintenance crews to handle emergencies.
15. Oversees the operations and security of the warehouse, storage and City yard facility; makes recommendations on improving operations to the Public Works Director/City Engineer.
16. Maintains records concerning operations and programs; prepares reports on operations and activities.
17. Attends and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works maintenance; incorporates new developments as appropriate into programs.
18. Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operational characteristics, services and activities of a maintenance program.
- Principles and practices of program administration.
- Methods and techniques of conducting on-site work inspections.
- Principles and practices of general construction.
- Modern and complex principles and practices of landscaping and maintenance.
- Modern and complex principles and practices of street maintenances and repair.
- Installation, maintenance, and repair of irrigation systems.
- Methods and techniques of contract administration.
- Operational characteristics of a variety of maintenance and repair tools and equipment.
- Basic principles of mathematics.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles of basic report preparation.
- Modern and complex principles and practices of preventive maintenance.
- Occupational safety hazards and safe work practices.
- Principles of municipal budget preparation and control.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State, and local laws, codes, and regulations

**Ability to:**

- Coordinate and direct maintenance programs.
- Supervise, organize and review the work of lower level staff.
- Select, supervise, train and evaluate staff.
- Interpret and explain City maintenance policies and procedures.
- Plan, coordinate and schedule maintenance functions.
- Analyze City maintenance needs and recommend appropriate action.
- Oversee contracted services and ensure compliance with contract specifications and obligations.

**CITY OF IRWINDALE**

**Public Works Maintenance Supervisor (Continued)**

Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Operate a variety of maintenance tools and equipment.

Prepare clear and concise reports.

Work with minimal supervision.

Interpret and apply Federal, State, and local policies, laws and regulations.

Respond to requests and inquiries from the general public.

Respond to emergency situations in an effective manner.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

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

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Equivalent to the completion of the twelfth grade.

**Experience:**

Five years of public works maintenance experience including two years of administrative and/or lead supervisory experience.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Office and field environment; travel from site to site; the employee occasionally works in outside weather conditions; exposure to hazardous chemicals, fumes, airborne particles, and toxic or caustic chemicals; incumbents may be required to work extended hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to walk, stand and sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, climb, reach and twist; push, pull, lift, and/or carry moderate to heavy weights; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

Date: November 2016

Ralph Andersen & Associates