

CITY OF MILPITAS

Effective: June 1999
Revised: June 2007
EEOC: Maintenance
FLSA: Non-Exempt
Unit: MSA
Physical: 2

MAINTENANCE SUPERVISOR / SENIOR MAINTENANCE SUPERVISOR

DEFINITION

Plans, organizes and supervises a section of the Public Works Maintenance Division under Public Works Department or Parks Maintenance section under Parks and Recreation Department; provides input to annual budget development, and provides and accounts for materials, equipment and supplies; plans and oversees public works maintenance in assigned area; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This series describes two levels of first line maintenance supervisors engaged in the planning and supervision of public works maintenance, including streets, traffic signals, public building facilities, park and streets landscape, and utilities. These levels are distinguished from the Director or designee, which has overall responsibility for all public works maintenance.. This series has two levels, which recognize the differences in scope, scale and complexity of the job, and the sections supervised.

Maintenance Supervisor: Positions classified at this level typically supervise a section of average size, budget and/or complexity. Positions assigned to this level may involve some of the attributes of Senior Maintenance Supervisor, but not overall.

Senior Maintenance Supervisor: Positions classified at this level are typically characterized by two or more of the following characteristics: responsibility for one of the largest groups of staff having responsibility as the sole section head for a functional area, and/or supervising a more technical area with more skilled staff. As a Senior Maintenance Supervisor, you could be assigned to one or more of the following functional areas: Project Coordinator; Public Works Emergency Operator Center (EOC) Chair; Public Works Safety Committee Chair, Public Works Stand-by Supervisor, Department of Transportation (DOT) Coordinator and Commission/Committee Liaison.

CITY OF MILPITAS

Maintenance Supervisor/Senior Maintenance Supervisor (Cont'd)

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the division head or department head.

Supervises, trains and evaluates assigned maintenance staff directly and through subordinate lead workers.

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

Assist in developing and implementing goals, objectives, policies and priorities for the division and assigned section.

Supervise section to ensure balanced work distribution, cross-training and maximizing work efficiencies.

Plans, organizes, supervises, and evaluates the work and performance of maintenance staff in streets, utilities, landscape, trees, Parks or building facility maintenance.

Prioritizes and assigns work, schedules employee work shifts, overtime, vacation, sick leave coverage and related, and reviews and approves time cards.

Trains employees in work procedures, standards and safety practices, and reviews work in progress or upon completion for compliance with standards.

Interviews and recommends selection of job applicants, appraises employee performance, conducts informal counseling on work issues, and prepares documentation and recommends discipline and improvement plans for deficiencies.

Keep abreast and maintain knowledge and contact with the latest technology and apply to section.

Study maintenance functions, recommend and implement improvements.

Develops procedures and standards to ensure sound work and compliance with applicable regulations.

Inspect maintenance sites to evaluate work process and quality; resolve work problems; determine additional needs; assume continuous support and follow up.

Inspect service contractors' or vendor's work and verify work and/or materials delivered and approve billing for payment.

Plans, lays out, explains and may personally supervise large jobs.

EXAMPLES OF DUTIES

CITY OF MILPITAS

Maintenance Supervisor/Senior Maintenance Supervisor (Cont'd)

Evaluates, selects or recommends selection of, and orders materials, supplies and equipment.

Develop and maintain positive and supportive work relationships with staff, other supervisors and other departments.

Participates in management meetings and coordinates work with other supervisors, divisions and departments.

Coordinates work with outside agencies including work with regulatory agencies.

Conducts staff and safety meetings.

Observe, recommend and enforce safety procedures and requirements.

Prepares and maintains a variety of records, reports and correspondence related to maintenance activities.

Prepares input to the division budget, reviews and recommends payment of claims, and establishes and monitors contracts for related services.

Investigate complaints and take corrective actions, seeking assistance from Human Resources and other departments and direction from Department Head as needed.

Responds to emergencies in off-duty hours.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods, materials, tools and equipment involved in maintenance of assigned area (streets, utilities, building facilities, parks and streets landscape.)
- Principles and practices of supervision including work planning, direction, evaluation of work and staff performance and personnel practices including conflict resolution.
- Regulations and standards governing maintenance and operation practices within assigned area.
- Practices and procedures of basic budgeting and contract supervision.
- Safety and safe work practices for maintenance work.
- Occupational hazards and standard safety precautions necessary in the work as outlined in SB198 (Injury and Illness Program IIPP).
- Safe driving principles and practices.

Ability to:

CITY OF MILPITAS

Maintenance Supervisor/Senior Maintenance Supervisor (Cont'd)

- Acquire a thorough knowledge of applicable City, departmental and divisional policies and procedures.
- Troubleshoot problems and determine materials and supplies required for efficient maintenance, repair and other projects.
- Estimate labor, materials costs for various maintenance tasks.
- Read, interpret and accurately apply job related federal, state and local rules and regulations.
- Work in a safe manner, modeling correct City safety practices and procedures; coach others and enforce adherence to safety policies and procedures; identify, correct and report safety hazards.
- Plan, organize, schedule, assign and review the work of others.
- Train, instruct, appraise and counsel employees.
- Maintain records and prepare reports pertaining to the work of the group.
- Evaluate and develop procedures, standards, and methods for work of the assigned area.
- Communicate effectively orally and in writing.
- Prepare and monitor budgets, and establish and monitor contracts for services and supplies.
- Establish and maintain effective working relationships with City staff, outside agencies, vendors and suppliers, and the general public.
- Exercise independent judgment and sound decision-making.
- Read plans and specifications and interpret them to others.

EDUCATION AND EXPERIENCE

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: Equivalent to completion of the twelfth grade.

Experience: Three years of increasingly responsible experience in maintenance of streets, utilities, building facilities, parks and/or street landscape including one year of experience as a lead worker over a crew.

LICENSE

- Incumbents must be able to travel to various locations within and outside of the City of Milpitas to fulfill job responsibilities. When driving on City business, maintenance of a valid California driver's license is required.
- When assigned to Parks or Street Landscape: possession of a California State Pesticide Applicator's certificate.
- When assigned to Utilities: possession of a valid Water Treatment Operator certificate.

SPECIAL REQUIREMENTS:

CITY OF MILPITAS

Maintenance Supervisor/Senior Maintenance Supervisor (Cont'd)

Essential duties require the following physical abilities and work environment.

Work is performed in an office environment and at various city buildings, public streets, parks and other city facilities, including pump stations, new construction sites and maintenance sites. Ability to extensively use the telephone, radios, and computers with repetitive keyboarding; ability to work safely in an outdoor environment; and drive to various locations daily and ability to work and supervise safely in a outdoor environment including hard-hat construction and other hazardous maintenance zones is essential.

Approved:

City Manager

Date

Human Resources Director

Date