

CITY OF SIMI VALLEY

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 direction, supervises, assigns, reviews and participates in the work of staff responsible for providing assigned maintenance activities including street, landscape, vehicle and equipment, and custodial maintenance services; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

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. Plan, prioritize, assign, supervise, review and participate in the work of staff responsible for providing street, custodial, vehicle and equipment, or landscape maintenance services.
2. Establish schedules and methods for providing assigned maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of policies and procedures; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.
4. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
5. Perform the more technical and complex tasks of the work unit, which may include activities such as plotting the progress of crews on City infrastructure map or the more complex repair and maintenance of equipment related to area of assignment.
6. Keep assigned Maintenance Superintendent informed of progress of field crews.
7. As assigned, assemble a variety of bid packages for products and services for the City including flags, banners, and holiday lighting.
8. Participate in the selection of maintenance staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
9. Participate in the preparation and administration of the maintenance program budget; submit budget recommendations; monitor expenditures.
10. Prepare analytical and statistical reports on operations and activities.

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11. Attend and participate in professional group meetings; stay abreast of new trends and innovations in assigned maintenance field.
12. Perform related duties as required.

When assigned to street maintenance:

13. Supervise street maintenance activities including, asphalt and concrete repair, street overlay, storm drain maintenance and installation, street sweeping, sign installation and street striping.
14. Purchase street maintenance materials and equipment; ensure adequate inventory; maintain records.
15. Supervise curb, gutter and sidewalk repair; assemble bid packages for contracted repair of damaged concrete.
16. Oversee new construction projects.
17. Respond to complaints from the public regarding street maintenance and prepare work order to ensure necessary repairs are completed.

When assigned to landscape maintenance:

18. Identify trees to be trimmed or removed and provide crews with guidelines.
19. Ensure that underground alert markings are marked and understood prior to excavation.
20. Notify area residents of tree trimming or removal activities.
21. Ensure that tree trimmers and other assigned maintenance personnel are trained in aerial rescue procedures.

When assigned to vehicle and equipment maintenance:

22. Train assigned employees in their areas of work including vehicle and equipment maintenance and repair methods, procedures and techniques.
23. Test and evaluate new technologies related to vehicles and equipment including compressed natural gas powered vehicles.
24. Supervise the use, care and operation of shop equipment including hand tools, power tools, diagnostic equipment and welders.
25. Maintain records and files of periodic preventive maintenance checks, repair orders, service parts, labor and cost, parts inventory and other related matters.

When assigned to custodial services:

26. Provide pest control, carpet and other contractors with access to City buildings; secure buildings after services are provided.
27. Perform general custodial duties and activity set-up as required.
28. Order supplies from vendors and maintain stock room inventory and records; deliver supplies, uniforms and laundered mops to all buildings for custodial use.

29. Prepare daily custodial and building report.

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:

Principles of supervision, training and performance evaluation.
Operations, services and activities of a municipal landscape or street maintenance program.
All aspects of tree care including planting and disease identification.
Methods and techniques of tree trimming and removal.
Methods and techniques of street, curb, and sidewalk maintenance and repair.
Methods, equipment and materials used in asphalt, striping, concrete and drain work.
Methods and techniques of building custodial service.
Methods and techniques used in the adjustment, repair and/or replacement of gasoline, diesel, and CNG-powered vehicles/equipment.
Operational characteristics of maintenance and construction equipment and tools used in the area of assignment.
Computerized electronic diagnostic programs.
Preventative maintenance procedures related to area of assignment.
Modern and complex principles and practices of materials and equipment purchasing.
Participate in the preparation and administration of the street maintenance budget; submit budget recommendations; monitor expenditures.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Supervise, organize and review the work of lower level staff.
Select, supervise, train and evaluate staff.
Plan, coordinate and schedule assigned maintenance functions.
Perform basic survey work.
Respond to requests and inquiries from the general public.
Understand and follow oral and written instructions.
Interpret and explain City policies and procedures.
Prepare clear and concise reports.
Read and interpret basic blueprints, diagrams and maps.
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 supplemented by specialized training in maintenance, arboriculture or a related field.

Experience:

Three years of street, facilities, landscape, or vehicle maintenance experience including one year of administrative or lead supervisory responsibility.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

When assigned to landscape maintenance

Possession of an Arborist certificate is desirable.

Possession of an Electrical Hazards Awareness certificate is desirable.

Possession of an Aerial Rescue certificate is desirable.

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 the essential job functions.

Environment: Office, shop and field environment; work in confined spaces; work around heavy construction equipment; exposure to noise, dust, fumes, gases, grease, moving vehicles, computer screens and inclement weather conditions.

Physical: Sufficient physical ability to work in an office setting and operate office equipment; sitting, standing and/or walking for prolonged periods of time; light to moderate lifting and carrying; perform duties of assigned staff; operating motorized vehicles and equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

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

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Johnson & Associates

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