

CITY OF SIMI VALLEY

POLICE 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 maintenance activities within the Police department including the fleet of vehicles, equipment and facilities; coordinates assigned activities with other divisions, departments, and outside agencies; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks in support of assigned area of responsibility.

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 the daily operations and activities for providing maintenance services within the Police Department; ensure facility is in compliance with all Federal, State and local laws and regulations.
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; establish schedules and methods for providing maintenance services; implement policies and procedures.
5. Perform the more technical and complex tasks of the work unit including repairs, modifications and maintenance on specialized equipment including weapons, surveillance/covert equipment, specialized emergency equipment, and building maintenance; coordinate the installation, repair, calibration, and inventory of radar equipment.
6. Perform pre-delivery inspections to ensure vehicles/equipment meet specifications.
7. Maintain and inventory all department capital assets; maintain and file various reports; prepare statistical reports as required.
8. Prepare maintenance related purchase orders, bids and recommendations for equipment; prepare detailed specifications for various purchases and contracts.
9. Coordinate maintenance activities with other departments, vendors, outside agencies, and contractors; interact with the City Manager and his staff regarding fleet management including replacement schedules, specifications, bids, purchasing and disposal of vehicles.

10. Participate in the selection of maintenance staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; authorize overtime and annual leave for maintenance staff; evaluate employees as necessary.
11. Participate in the preparation and administration of the maintenance program budget; submit budget recommendations; monitor expenditures.
12. Prepare analytical and statistical reports on operations and activities.
13. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of maintenance services.
14. Purchase maintenance equipment and supplies as needed.
15. As necessary, respond to and assist at crime scenes and command post centers during critical incidents/emergency operations.
16. Perform 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:

Operations, services and activities of a police maintenance service program.
Principles of supervision, training and performance evaluation.
Automotive troubleshooting, repair, installation, and preventive maintenance.
A variety of complex systems including computerized, fire alarm, fire sprinklers, security, fueling, HVAC, and boiler room.
Building trades including electrical, mechanical, plumbing, locksmithing, welding, pneumatics, and electronic controls.
Principles and practices of maintenance service program development and implementation.
Methods, techniques and equipment used in maintenance work.
Principles and procedures of cost effective fleet management.
Procedures, methods and techniques of budget preparation and control.
Modern office equipment including computers and applicable software applications.
Occupational hazards and standard safety practices.
Government-mandated vehicle maintenance reporting.
Pertinent federal, state and local laws, codes and safety regulations.

Ability to:

Supervise, organize, and review the work of lower level staff.
Select, supervise, train and evaluate staff.
Plan, prioritize, coordinate, and schedule assigned maintenance functions.
Manage a fleet of various types of emergency vehicles and equipment.
Maintain an accurate and concise inventory system.
Develop detailed specifications required for contracts, equipment purchases and bids.
Read and interpret construction and technical drawings, blueprints and specifications.
Recommend and implement goals and objectives for providing maintenance service.
Interpret and explain City policies and procedures.
Prepare and administer maintenance service program budgets.
Prepare clear and concise reports.
Operate office equipment including computers and applicable software applications.
Adapt to changing technologies and learn functionality of new equipment and systems.

Allocate limited resources in a cost effective manner.
Operate a variety of maintenance service equipment in a safe and effective manner.
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, electronics, communications equipment, the building trades or a related field.

Experience:

Three years of related maintenance service experience including one year of lead responsibility.

License or Certificate:

Possession of, or ability to obtain, 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 the essential job functions.

Environment: Office and field environment; travel from site to site; work with electronics; work with machinery; work at heights on scaffolding and ladders; work in confined spaces; work and/or walk on various types of surfaces including slippery or uneven surfaces; exposure to electrical energy, noise, dust, grease, smoke, fumes and inclement weather conditions.

Physical: Sufficient physical ability to work in an office setting and operate office equipment; work with and around equipment and machinery; perform physically demanding maintenance duties; walk, stand or sit for prolonged periods of time; moderate or light lifting and carrying; bending, stooping, kneeling, crawling; operating motorized equipment and vehicles.

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.

Adopted: October 2003
Johnson & Associates

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