

## Job Description

### Parks District Maintenance Supervisor( 191923)

#### Description

**Posting Expires: November 29, 2019**

#### **General Description and Classification Standards**

Coordinates and supervises the work of a maintenance crew. Manages operations and supervises preventive maintenance programs and repairs on designated building systems to ensure full and productive use of the City's facilities. Performs routine manual duties to support a variety of building, plumbing, electrical, carpentry repairs and maintenance throughout the City's facilities. This is full-time supervisory work over a small, permanently assigned work group, typically 2-3 staff. Group may be composed of technical, or construction/maintenance/ infrastructure workers. Supervision would typically be over a group of employees in the same vocational discipline. Positions at this level are characterized by supervising a small group with the supervisor providing some direct work .

**CLASSIFICATION NOTE:** This is not a foreman or lead worker. Position should have full supervisory authority. Supervision Received Normally receives guidance regarding group objectives, scheduling, unusual priorities, etc. but is free to set work methods and individual assignments. This position reports to the Facilities Director.

#### **Essential Duties & Responsibilities**

These are typical responsibilities for this position and should not be construed as exclusive or all inclusive. May perform other duties as assigned. Works closely with upper management to develop and implement a preventive building maintenance program for facilities; assists in maintaining records on preventive maintenance. Assists Supervisor in the development of goals, objectives, policies and priorities for the facilities maintenance program. Assumes primary responsibility for the completion of work orders pertaining to door and window frames, flooring, plumbing, ceiling panels, hardware, lighting fixtures, electrical apparatus, wiring, alarms, air condition and refrigeration controls, and similar electric and mechanical elements in facilities. Provides supervision over specific projects as assigned by the supervisor; ensures compliance with codes and contract terms; assists supervisor in preparing budget estimates; may assist in writing specifications for the projects including labor, materials and overhead. Reviews departmental work orders to plan and organize replacement and repair activities; reviews schedules with supervisor. Works closely with supervisor to coordinate, schedule, and supervise the activities of the maintenance crew; responsible for crew productivity and safety. Assigns tasks and periodically inspects building areas to see that work has been done properly and is performed to Department, local, state, and federal standards; may issue supplies and equipment; ensures an adequate amount of supplies are present. Assists supervisor in screening and hiring applicants, recommending promotions, transfers, or dismissals. Conducts annual inspections with contractors or staff of elevators, fire extinguishers, fire alarms, HVAC systems. Recommends equipment and supplies for purchase and maintains an inventory of department owned tools, equipment and supplies. Ensures that waste and byproducts of the District are disposed according to Environmental Protection Division (EPD) and Environmental Protection Agency (EPA) standards and procedures. Ensures protective gear is worn by maintenance crew, i.e., back supports, eye goggles, etc. Ensures that new employees are trained properly according to District standards as well as EPA, OSHA, and MSDA standards; may train experienced employees on new machinery, tools, products, proper disposal of waste and byproducts, etc. Instructs maintenance personnel in safety procedures and in the safe use of a wide variety of hand and power tools, such as saws, drills, welders, etc.; keeps records of all safety violations and training sessions. Responds to requests for emergency repairs. Set-up and tears down furniture and equipment for special events or meetings as necessary. Makes inspections of facilities and plant; reports safety hazards, illegal entries, and significant repairs needed to Supervisor. Monitors and evaluates maintenance crew's work skills; provides written reports to Supervisor regarding their productivity or

effectiveness. Attends meetings and training per requirements of the supervisor; remains current on the principles, practices, and new developments in assigned work areas. Decision Making Selects from multiple procedures and methods to accomplish tasks. May make purchasing or resource allocation decisions within organization guidelines. Leadership Provided Has formal supervisory authority over work group (typically at least 2-3 employees) to include discipline, performance management, scheduling, training, etc.

### **Knowledge, Skills & Abilities**

This is a partial listing of necessary knowledge, skills, and abilities required to perform the job successfully. It is not an exhaustive list. Knowledge of methods and practices of good building and facility maintenance operations, including related equipment use and maintenance; knowledge of heating, ventilating and refrigeration systems, electromechanical systems, security and fire alarm systems, energy management systems, and other maintenance practices; knowledge of building automation and energy management systems; knowledge of law, regulations, procedures and practices pertaining to building and facility management; knowledge of safety precautions and procedures. Possesses strong supervisory skills. Ability to understand and read gauges, blueprints, operating manuals, and specifications relating to building systems; ability to establish and maintain appropriate levels of authority as well as creating an atmosphere of support and confidence for staff and students; ability to perform heavy manual labor, including moving furniture, and lifting objects weighing up to 50 pounds, regular bending, climbing, crouching, and stooping; ability to recognize problems and make decisions, use tact, good judgment, resourcefulness and diplomacy in resolving conflicts; ability to express ideas clearly and concisely in written and oral form with good command and use of the English language; prepare required reports, documents, and correspondence for District office use and for Federal, State and local agencies; ability to follow safety procedures and identify and report safety hazards; ability to work independently with minimum supervision and to organize workload to meet schedules and deadlines in a timely manner; ability to deal effectively with stress caused by workload, interruptions, and deadlines; ability to establish and maintain effective working relationships with faculty, supervisors, co-workers and the general public; ability to explore new and innovative methods to improve operations and explore new technologies.

### **Minimum Qualifications**

#### **Education and Experience**

High school diploma or General Equivalency Diploma (GED). 3 years' progressively responsible experience in building construction, facilities maintenance, or related field.

#### **Preferred Education & Experience**

Completion of appropriate technical course or associates degree in Maintenance or related area and 3 years' progressively responsible experience in, building construction, facilities maintenance, or related field; specialized training in HVAC/R systems, plumbing, and mechanical and electrical maintenance highly desired.

#### **Licensures and Certifications**

Certification in forklift operation, refrigerants recovery desirable.

#### **Essential Capabilities and Work Environment**

Required physical, lifting, and sensory capabilities are requirements to perform the job successfully. Typical environmental conditions associated with job.

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