



MARCH 2020
FLSA STATUS: EXEMPT

MAINTENANCE AND OPERATIONS SUPERVISOR

DEFINITION

Under general direction of the Public Works Maintenance and Operations Manager, The Maintenance and Operations Supervisor oversees, supervises, assigns, reviews, and participates in the work of staff responsible for performing a variety of semi-skilled and skilled duties involved in the maintenance, repair, and construction of public works systems including streets, sidewalks, street lights, traffic signals, collection systems, etc... and ensures work quality and adherence to established policies and procedures; oversees or performs the more technical and complex tasks.

Unit placement is within the Yreka Management Team Association.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Maintenance and Operations Manager. Exercises supervision over technical and administrative level staff.

CLASS CHARACTERISTICS

This class is the first-line supervisory class of the Maintenance Division. It is distinguished from Senior Maintenance Worker by its responsibility for directly supervising the daily tasks of maintenance crews and assists in overseeing administrative maintenance and operations duties. This class is distinguished from the Public Works Maintenance and Operations Manager in that the latter class is the division level manager responsible for directing and overseeing all public works maintenance and operations functions within the City.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Coordinates the organization, staffing, and operational activities for assigned maintenance services including streets, collection systems, sidewalks, assessment districts and related public works facilities.
- Participates in the development and implementation of goals, objectives, policies, and priorities; recommends and implements resulting policies and procedures.
- Assists the Maintenance and Operations Manager in the estimation of costs of construction and maintenance work, supplies, equipment, and materials, and monitoring of expenditures.
- Trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Coordinates, and reviews the work plan for assigned maintenance services and activities; assigns work activities and projects; monitors work flow; reviews and evaluates work quality, methods, and procedures; meets with staff to identify and resolve problems.

- Oversees contractors working for the City involving landscaping, irrigation, planting, electrical signal light maintenance, and/or other public works maintenance contract services as needed; ensures compliance with specifications; verify completion of work and/or correction of work as needed.
- Monitors work sites and ensures adherence to safe work practices and procedures; responds to and resolves complex work issues, including equipment operating problems; performs and supervises technical and complex tasks.
- Inspects work in progress and upon completion to assure that repairs, maintenance, and project activities are in accordance with City quality standards, regulations, policies and operating procedures and practices.
- Responds to requests and complaints from the public and answers questions as necessary.
- Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of municipal infrastructure systems and facilities.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Responds to after-hours emergencies.
- Performs related and other duties as assigned

Street Maintenance Tasks:

- Supervises, schedules, prioritizes, reviews and may assist in the performance of the most complex work of staff assigned to street maintenance; ensures that the construction, maintenance, and repair of City streets and roadways are performed in a quality manner to ensure the safety of the public.
- Supervises asphalt and pothole maintenance, including demolition and preparation of areas to be resurfaced; applying, raking, compacting, and paving appropriate materials to the surface and cleaning up work areas.
- Supervises the sealing of cracks, including cleaning and preparing surfaces with the appropriate equipment and applying crack sealing material and applicable chemicals to the surface.
- Supervises concrete maintenance, including demolishing and removing concrete, and forming, pouring, and finishing sidewalks, handicap ramps, curbs, and gutters.

Water System Maintenance Tasks:

- Supervises, schedules, prioritizes, reviews and may assist in the performance of the most complex work of staff assigned to water system maintenance, ensuring that all work is compliant with City and mandated rules and regulations; areas of responsibility include service lines, water meters, and valves.
- Responds to complaints with respect to water leaks or pressure related issues; evaluates the problem and determines the needed course of action.
- Isolates and shuts down pre-designated water lines for routine maintenance and in emergency situations; ensures proper shut-down of water services; provides explanations to the public during shut-downs.
- Supervises and may perform manual labor in water service maintenance; cuts pavements; digs ditches; cleans manhole and lines; cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipes, gates and fittings; maintains and repairs pipes; replaces/restores concrete where needed.
- Provides support to the City's water meter program by supervising the removal of replacing water meters in accordance with a scheduled timeline.

Storm Water/Sewer Maintenance Tasks:

- Supervises, schedules, prioritizes, reviews and may perform the most complex work of staff assigned to storm water/sewer system maintenance, ensuring that all work is compliant with City and mandated rules and regulations; areas of responsibility include the City's storm drain and sanitation systems and related infrastructure.
- Oversees and assists in the maintenance of the City's closed circuit television system and equipment used to monitor and prevent problems in the wastewater system.
- Supervises, and assists in the scheduling of the cleaning of sanitary wastewater lines in the collection system and responds to system overflow situations.

Facilities Maintenance Tasks:

- Supervises, schedules, prioritizes, reviews and may perform, maintenance and repairs to City facilities, equipment, and buildings by performing a wide variety of carpentry, electrical, painting, masonry/drywall and plumbing work.
- Oversees repairs and replacement of plumbing fixtures, including sinks, toilets, faucets, and pipes.
- Oversees the carpentry work, including the construction, installation, remodeling, and repair of cabinets, partitions, walls, windows, doors, roofs, foundations, and other carpentry work.
- Oversees the maintenance, repair and operation of a variety of mechanical and power tools, equipment, and hand tools required for carpentry, plumbing, and general facilities maintenance.
- Oversees and may performs electrical repair, installation, and troubleshooting of faulty outlets, light ballasts, switches, and light fixtures.
- Oversees the preparation of surfaces for painting or repainting, appropriately applied paints, varnish, shellac, enamel, lacquer, and other protective or decorative finishes to various interior and exterior surfaces using and operating the appropriate equipment.
- Oversees the scheduling of, and may assist in the performance of preventive maintenance, cleaning of gutters; draining of parks water systems in winter; changing of HVAC filters; inspection of ladders and fire extinguishers are in proper working condition.

Parks Maintenance Tasks:

- Oversees, plans, schedules, prioritizes, reviews and performs maintenance on the City's parks, recreation and play areas, ensuring these are kept in tidy and safe condition; unlocks and opens gates.
- Oversees the removal, pruning and trimming of a variety of shrubs, trees, and flowers; mowing, thatching and aeration of lawns; application of herbicides and fertilizers as necessary; and leaf collection.
- Oversees the picking up of trash and debris from park grounds and transports to disposal areas.
- Oversees the maintenance and repair of irrigation systems, including sprinklers, lines, valves, clocks and related appurtenances.
- Oversees, Co-ordinates, plans, schedules, and works with outside organizations and City partners to complete projects.
- Oversees the cleaning and maintenance of bathroom facilities within the City's parks, recreation and play areas.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of public works maintenance, repairs, and construction standards.
- Modern and complex principles and practices of landscape maintenance, irrigation maintenance, electrical maintenance, and street maintenance and repair.
- Methods and techniques of conducting onsite work inspections, installation, maintenance, and repair of irrigation systems, and traffic signal and street lighting maintenance.
- Principles and practices of general construction.
- Operational characteristics of a variety of maintenance and repairs for tools and equipment.
- Principles of municipal budget preparation and control.
- Principles of lead supervision and training.
- Methods and techniques of planning, assigning and evaluating work performed by crew members.
- Principles, practices, tools, and materials for maintaining and repairing street, water, storm water and sewer collection systems.
- Methods and techniques of reading blueprints, drawings and sketches.
- Methods and techniques of estimating time and materials needed to perform specific assignments.
- Methods and techniques of training staff in work methods for assigned maintenance areas.
- Principles and practices of inspecting construction, maintenance and repair work.
- Operational characteristics of tools and equipment used in maintenance repair for assigned areas including, but not limited to, light and heavy construction vehicles, jackhammers, CCTV systems, and flushing and jetting equipment.
- Traffic control procedures and traffic sign regulations including the use of barricades and cones.
- Methods and techniques of locating and marking underground utilities.
- Operational characteristics of construction and maintenance materials such as concrete, asphalt, crack sealing substances, and related materials.
- Location of services and infrastructure within the City's geographic areas.
 - Methods and techniques of operating a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals. Applicable City policies and procedures relevant to assigned area of responsibility.
- Modern office practices, methods, and computer equipment which may include, but is not limited to, mobile technology and electronic devices, and software related to the work.
- Principles and practices of recordkeeping.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Supervise, organize and review the work of staff while still performing field duties.
- Supervise, train and evaluate staff.
- Interpret and explain City maintenance policies and procedures.
- Plan, coordinate, schedule and participate in assigned maintenance functions.
- Analyze City maintenance needs and recommend appropriate action.
- Oversee contracted services and ensure compliance with contract specifications and obligations.
- Read and interpret documents such as safety rules, operating and maintenance instructions, blueprints and procedure manuals.
- Maintain accurate inventory records of materials bought and used.
- Prepare clear and concise reports and plans.
- Evaluate project staffing and materials resources.
- Perform construction, modification, maintenance, and repair work on the City's streets, water, storm water, sewer collection systems, parks and facilities.
- Operate specialized construction and maintenance, light to heavy vehicles and equipment.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Maintain accurate log, basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Make accurate basic arithmetic calculations.
- Organize work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy and guidelines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be

Equivalent to the completion of twelfth (12th) grade; and four (4) years of increasingly responsible skilled maintenance and repair experience in streets, water, sewer collection or a related field. A two year degree is preferred.

Licenses and Certifications:

- Possess and maintain a valid California class A Driver's License within 180 days of appointment to the position.
- Possession of, or ability to obtain, a Tanker Endorsement within 180 days of appointment to the position.
- Possession of, or ability to obtain an Air Brake endorsement within 180 days of appointment to the position.

- Possession of, or ability to obtain within two testing cycles from date of appointment, and to maintain a valid Grade II Water Distribution Certificate issued by the State of California.

PHYSICAL DEMANDS

Must possess mobility to work in and around the City Public Works Maintenance shop, field and office; strength, stamina, and mobility to perform light to heavy physical work, to work in confined spaces, around equipment, to climb and descend ladders, to operate varied hand and power tools and equipment, and to operate light and heavy duty motor vehicles and visit various operational and meeting sites; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. The employee frequently is required to use sensory perception in the detection of odors. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, fumes, insects and animals. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

In concert with the Maintenance and Operations Manager, serves as a primary contact for the Maintenance Division. May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.