



Range: SG-13
Exempt: Exempt
Date: October 13, 2014

CITY 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.

DEFINITION

Under the direction and supervision of the Field Services Supervisor, this position supervises, coordinates, schedules, implements, and performs maintenance and improvement activities for all City streets, parks, public pool, public ways, parking lots, drainages and related facilities, including landscaped areas, public restrooms, sidewalks, signs, street and pedestrian lights and equipment.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Field Services Supervisor. Exercises direct supervision of City Maintenance Workers.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties depending on which main function of the department you may be assigned, may include, but is not limited to, the following:*

Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of internal personnel and external vendors and/or service providers responsible for performing maintenance, repair and landscaping functions within the City's public facilities, roadways, parking lots, walkways, drainages, park lands/areas, recreational areas, and related areas.
2. Establish written schedules and methods for providing services for street, drainage, parking lot maintenance, parks, restrooms, and swimming pool maintenance.
3. Identify resource needs and review with appropriate management staff; allocate resources accordingly, including as it relates to recreational programming and events.
4. Supervise the use, operation and maintenance of landscaping and maintenance equipment; including maintaining, cleaning, and repairing all recreation program equipment and supplies.
5. Operate and use landscaping and maintenance equipment.
6. Maintain, clean and inspect recreational, administrative, and public facilities including, but not limited to, athletic fields and courts, playground areas and equipment, picnic areas, and restrooms.
7. Cooperate with the Field Services Supervisor in order to assign and monitor work.
8. Inspect work sites before, during, and after completion to ensure work is completed in a satisfactory and thorough manner.
9. Participate in the selection, evaluation, training, and redirection of employees.
10. Participate in the preparation and administration of City maintenance budget; submit budget recommendations; monitor expenditures.

11. Maintain landscaped and right-of-way areas; apply fertilizers, herbicides and pesticides as required or allowed; obtain and ensure proper certifications of required chemical application processes; inspect and repair irrigation systems.
12. Interpret, apply, and support administrative and department programs, policies and procedures.
13. Provide staff assistance to the Field Services Supervisor regarding project planning and construction.
14. Ensure adherence to safe work practices, procedures; comply with stormwater pollution prevention using best management practices.
15. Provide and promote regularly scheduled safety training.
16. Meet with the public in order to resolve concerns, answer questions, and provide information regarding maintenance and repair activities.
17. Prepare reports on operations and activities; manage records of operations and activities.
18. Perform work tasks with the City maintenance workers on a routine basis.
19. Serve as liaison for maintenance with other City departments, divisions and outside agencies.
20. Participate in resolution of sensitive and controversial issues.
21. Assist in preparing bid specifications and supervising capital improvement projects.
22. Encourage and facilitate a staff environment of positive team building and problem solving of work related issues.
23. Prioritize maintenance service requests, job orders, daily work program and needs.
24. Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively to provide quality seamless customer service.
25. Supervise vehicle and equipment maintenance.
26. Assist with developing and interpreting operating procedures and standards.
27. Plan for proactively and efficiently ordering and procuring supplies, materials, specialty services and equipment; coordinate delivery dates with vendors.
28. Prepare and submit time, labor, and work processing records.
29. Maintain City streets in a safe condition in regard to surface defects, debris, snow and ice, temporary detours, barricading and permanent traffic control devices and signs.
30. Participate in administrative responsibilities outside the scope of regular duties as necessary.
31. Assist in inspecting City streets for reported or observed hazards during periods of extreme weather and take appropriate action on a 24-hour or on-call basis.
32. Assist the Wastewater Department in responding to spills and maintaining plant and pump station yards.
33. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of street, drainage, and park maintenance.
34. Understand and implement City and Department directives, policies, and procedures; including environmental, sustainability and recycling policies.
35. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Landscaping methods and techniques; fertilizer, herbicide and pesticide application methodologies.
- Stormwater pollution prevention best management practices.
- Principles and practices of park maintenance and pool maintenance and operations.
- Design, installation, and repair of irrigation systems.
- Federal (OSHA) regulations and City policies regarding safe work practices.
- Budget preparation and management.
- Equipment, methods, and materials used in maintaining, repairing, and cleaning of streets and parks.
- Practices of plant, disease and pest identification.

- Principles of supervision, training, and project management.
- Pertinent federal, state and local laws, codes and regulations.
- Modern office procedures, methods and computer equipment.
- Supplies, equipment and facilities utilized in recreation programs and sporting leagues.
- General long-range work planning and budgeting; estimation of time and material costs.
- Knowledge of the Uniform Manual of Traffic Control Devices for signing and striping.

Ability to:

- Encourage organized team efforts and assist in problem solving work related issues.
- Ensure necessary training and other technical support for building an environment that encourages teams and continuous improvement.
- Supervise, organize and review the work of direct reports and contract labor.
- Perform heavy manual labor.
- Interpret and explain City policies and procedures.
- Analyze problems, identify solutions, and implement recommendations.
- Communicate effectively with the public and other employees, both orally and in writing.
- Work independently in the absence of supervision.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain effective audio-visual skills and perception needed for successful job performance.
- Maintain mental capacity that allows for effective interaction and communication with others.
- Maintain physical condition appropriate for the performance of assigned duties and responsibilities.
- Understand and follow written and oral instructions; read and interpret work orders, technical and operational manuals, and blueprints and diagrams.
- Operate a motor vehicle.
- Work in a variety of weather conditions with exposure to the elements.
- Work safely without presenting a direct threat to self or others.
- Work effectively within deadlines, under stress, and with changing work priorities.
- Develop comprehensive plans to satisfy future needs for department services.
- Deal constructively and positively with conflict in order to develop effective resolutions.

Experience and Training Guidelines

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

Experience:

- Four years of increasingly responsible experience in city facilities, streets and/or park maintenance, including two years of supervisory or lead responsibility.
- High school diploma, or equivalent; a college degree is desirable in maintenance management or related training in parks, streets, storm drainage, landscaping, or grounds maintenance, horticulture or a related field.

Training:

- Equivalent to the completion of the twelfth grade supplemented by training in park maintenance or a related field.

License or Certificate:

- Possession of, or ability to obtain, an Arizona driver's license.
- Possession or ability to obtain Certified Pool Operator (CPO) certification within six months of hire.
- Possession of, or ability to obtain, National Arborist Certification, within six months of hire.
- Possession of, or ability to obtain, Playground Safety Inspector Certification, within six months of hire.
- Possession of, or ability to obtain, Certified Flagger Certification or higher, within six months of hire.
- Preferred, but not required, possession of, or ability to obtain, pesticide/herbicide certification (Arizona Office of Pest Management) within six months of hire.

WORKING CONDITIONS

Environmental Conditions:

Outdoor recreational and City facilities; exposure to potentially hazardous chemicals, heat, cold, dust, grease, fumes, gases, inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for heavy or moderate lifting; walking or standing for prolonged periods of time; bending, stooping, kneeling; climbing with both legs and arms; pick and shovel, operating motorized equipment and vehicles; general manual dexterity. Some manual labor including heavy lifting up to 60 pounds is required.