

MAINTENANCE SUPERVISOR I (PUBLIC WORKS)

DISTINGUISHING FEATURES OF THE CLASS: This is first level supervisory work which involves participation in as well as the directing and training of a work crew in a variety of tasks ranging from unskilled to skilled in the construction, improvement and repair of public grounds, buildings, parks, streets, walks and culverts, in the maintenance and repair of vehicles and equipment and in the collection and disposal of refuse and solid waste. General supervision is received from a higher level public works position. The work may involve some responsibilities for clerical controls and records and the supervisory responsibilities may also include recommending, promotion and disciplining of subordinates. During periods of emergency or unusual conditions employees in this class will be required to work other than normal working hours. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and participates in the construction and maintenance of streets, sidewalks, culverts and other similar public works projects;
Supervises and participates in the cleaning, patching and oiling of streets, the cleaning and maintenance of the sewer and storm drainage systems, the maintenance of bridges and traffic signs, the mowing of rights-of-way, the pruning and removal of trees and the upkeep of parks and other public grounds;
Supervises and participates in snow and ice control work;
Supervises and, as required, participates in the repair of operating vehicles and equipment;
Supervises the collections and disposal of refuse and solid waste;
Investigates public concerns and complaints to determine responsibility and takes or recommends appropriate action;
Initiates and promotes internal safety practices;
Assists in training and instruction programs;
Prepares reports on the use of materials, manpower and equipment;
May maintain inventory of supplies, tools and equipment and requisitions material;
May operate a variety of motorized equipment and perform a variety of unskilled and semi-skilled laboring duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the methods, procedures, safety practices, tools and equipment used in the construction, improvement and maintenance of public works facilities; working knowledge of the tools, techniques and practices of masonry, painting and mechanics; ability to interpret routine public works engineering plans and specifications; ability to supervise a group of employees; ability to understand and carry out moderately difficult oral and written instructions; ability to prepare activity records and routine reports.

MINIMUM QUALIFICATIONS: Five (5) years of experience in the maintenance and/or construction of public works facilities including streets and roadways.

NOTE: Graduation from an accredited technical institute or community college with an Associate's degree in any applied science may be substituted for three (3) years of experience or other appropriate applied science or engineering schooling may be substituted for experience on a year-for-year basis. Each year of supervisory experience in the maintenance and/or construction of public works facilities will be considered to equal two (2) years of the required experience.

SPECIAL REQUIREMENT: If duties are to include the operation of motor vehicles, must possess a driver's license appropriate for the size and kind of vehicles to be driven.