



<b>Job Title</b>	<b>Skilled Maintenance Supervisor</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>SUP</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>3</b>	<b>Job Code</b>	<b>12805</b>

**Class Specification – Skilled Maintenance Supervisor**

<b>Summary Statement:</b>	
<p>The purpose of this position is to supervise and coordinate skilled construction, maintenance, and repair activities and operations within assigned department or division; coordinate assigned activities with other divisions, outside agencies, and the general public; and provide highly responsible and complex staff assistance to higher level supervisory and management staff.</p>	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
45%	Coordinate the organization, staffing, and operational activities for the assigned skilled construction, maintenance, and repair program services and activities including, but not limited to, carpentry, electrical, electronic, plumbing, mechanical, HVAC, irrigation and/or welding work. Participate in the development and implementation of goals, objectives, policies, and priorities; and recommend and implement resulting policies and procedures. Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; and implement improvements. Direct, coordinate, and review the work plan for assigned skilled construction, maintenance, and repair services and activities; assign work activities and projects; monitor work flow; inspect, review, and evaluate work products, methods, and procedures; and meet with staff to identify and resolve problems.
45%	Estimate supplies, materials, personnel, and equipment required for routine and complex work. Select, train, motivate, and evaluate skilled maintenance personnel; provide or coordinate staff training; work with employees to correct deficiencies; and implement discipline and termination procedures. Assist in preparing bid specifications and contracts for services and equipment acquisitions; and coordinate the selection of outside maintenance/construction contractors and equipment. Participate in the development and administration of assigned budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; and implement adjustments.



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5%	Oversee related programs and services including the division's environmental regulation program, hazardous material response program, and occupational health and safety program as assigned; coordinate with other City staff; coordinate audits and inspections; and distribute related literature. Oversee and ensure program compliance with municipal, county, state, and federal, rules, regulations, and specifications; may oversee enforcement of City policies and ordinances; issue notices to violators; and answer questions from citizens. Provide staff assistance to higher level supervisory or management staff; participate on a variety of committees; and prepare and present staff reports and other correspondence as appropriate and necessary.
5%	Oversee and participate in the establishment and maintenance of various records. Coordinate assigned activities with those of other divisions, outside agencies and organizations, and the general public; provide information, answer questions, discuss objectives, and resolve complaints, problems, and concerns. May be required to remain on-call and to coordinate emergency/disaster situations. Attend and participate in professional group meetings; and stay abreast of new trends and innovations specific to assigned maintenance field.

<b>Competencies Required:</b>	
Human Collaboration Skills:	Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Reading:	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math:	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing:	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.



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**Technical Skills Required:**

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to the completion of the twelfth grade (high school diploma or GED) supplemented by specialized technical training appropriate to assigned field.

Experience: Five years of full-time responsible pavement repair or maintenance experience including one year of administrative and/or lead supervisory experience.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

**Supervision Exercised:**

Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

**Supervision Received:**

Receives Direction: This job title normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

**Fiscal Responsibility:**

This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).



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**Physical Demands:**  
 Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment and Outside
Extreme Temperature	Several Times per Month
Wetness and Humidity	Seasonally
Respiratory Hazards	Several Times per Month
Noise and Vibrations	Several Times per Month
Physical Hazards	Several Times per Month
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Rarely

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office and Cartegraph software.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original date: June 2015