

## **MAINTENANCE SUPERVISOR**

### **CLASS SUMMARY:**

The second level of the Maintenance series is responsible for providing first line supervision and operational management of skilled, semi-skilled, and unskilled staff assigned to one or more operational divisions in the Public Works Department. Supervisors direct the work of at least two or more other full-time employees or their equivalent; and have the authority to hire or fire other employees, or their suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees are given particular weight; and the primary duty is supervising maintenance activities.

Specific duties will vary in accordance with assigned area, but will generally include; assigning, reviewing, and evaluating the work and performance of subordinate staff; inspecting work sites to ensure proper and efficient operations and procedures, and developing and implementing training programs as necessary; resolving complex and sensitive customer service issues by setting and evaluating work standards; preparing reports regarding work activities; maintaining and managing necessary project records and budgets; assessing maintenance needs; and prioritizing projects.

Additional duties specific to the following areas of assignment are expected in accordance with the incumbent's specific skills and experience:

Solid Waste - Overseeing solid waste transfer and/or landfill site operations.

Road Maintenance - Overseeing road maintenance and repair operations.

Bridge - Overseeing the administration and field maintenance of County bridges.

Shop/Motor/Vehicle - Overseeing the maintenance of the County fleet.

Sign - Overseeing the maintenance and fabrication of signs, signals and pavement markings.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.

Supervises maintenance activities, including: coordinating and monitoring work repairs; providing complex technical support; ensuring compliance with applicable safety practices; responding to routine and complex customer complaints; and/or performing other related activities.

Maintains and monitors preventative maintenance schedules which includes regular safety inspections and assigning work.

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**TYPICAL CLASS ESSENTIAL DUTIES:** (con't)

Develops training and safety programs; facilitates training sessions; maintains related records.

Responds to emergency calls during and/or after normal work hours.

Monitors and maintains inventory; procures and monitors inventory of supplies, materials, and equipment; develops applicable specifications. May monitor a budget.

Prepares, reviews, and maintains a variety of records and reports related to day-to-day operations in assigned area of responsibility.

Performs other duties of a similar nature or level.

**POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:**

Positions assigned to Solid Waste Supervisor may be responsible for:

- Establishing schedules and methods for solid waste and landfill activities and operations;
- Responding to requests about solid waste activities from the public;
- Training employees on landfill regulations;
- Planning and implementing landfill projects.

Positions assigned to Road Maintenance Supervisor may be responsible for:

- Prioritizing and assigning maintenance and repairs to road crews;
- Supervising road programs in area of assignment including vegetation programs and winter operations;
- Investigating road emergencies;
- Patrolling county roads and inspecting for repair needs.

Positions assigned to Bridge Supervisor may be responsible for:

- Supervising bridge maintenance projects including maintaining steel, concrete, and wooden structures;
- Monitoring road side guard rail maintenance upgrades and repair projects;
- Supervising all special bridge projects including archways, culverts, slides, realignments, and crack seal operations;
- Reviewing state bridge inspection reports.

Positions assigned to Shop/Motor/Vehicle (Fleet) Supervisor may be responsible for:

- Supervising the operations of the fleet services shop;
- Monitoring and establishing a preventative maintenance schedule;
- Responding to customer complaints and concerns;
- Checking and approving time cards and work schedules.

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### Maintenance Supervisor (continued)

Positions assigned to Sign Shop Supervisor may be responsible for:

- Receiving and responding to customer complaints and concerns;
- Utilizing computer mapping systems;
- Coordinating signing and striping projects;
- Performing inventory spot-checks and ordering new materials as necessary.

**Knowledge of:** (position requirements at entry)

- Supervisory principles;
- Scheduling principles;
- Maintenance principles, procedures, and methods related to area of assignment;
- Tools and equipment related to applicable maintenance;
- Applicable Federal, State, and Local laws, codes, and regulations;
- Recordkeeping principles;
- Computers and related software applications;
- Inventory procurement principles;
- Training principles and practices;
- Budget principles.

**Skills in:** (position requirements at entry)

- Supervising and evaluating employees;
- Prioritizing and assigning work;
- Supervising maintenance activities;
- Maintaining files, records, and/or related documents;
- Applying applicable laws, codes, rules, regulations, policies, and procedures;
- Preparing, reviewing, and maintaining records, files, and reports;
- Monitoring and maintaining inventory;
- Using computers and related software applications;
- Monitoring a budget;
- Communication, interpersonal skills as applied to interaction with co-workers, supervisors, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Physical Requirements:**

Positions in this class typically require: climbing, balancing, stooping, crouching, reaching, standing, walking, fingering, pushing, pulling, feeling, lifting, grasping, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, oils, and extreme temperatures.

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**Training and Experience:** (positions in this class typically require):

Up to one year of technical or specialized training beyond high school; and 5 or more years of progressively responsible maintenance experience related to area of assignment; and at least 1 year of lead level experience.

Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements:** (positions in this class typically require):

- Valid Oregon Commercial Driver's License
- CPR Certification

**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Classification and grades (Job Codes N4320 & N4321) approved December 12, 2009 by Lane County Board Order 09-12-15-17 (DBM). Replaces job codes: I016/I018/I019/I020/I021

FLSA Status: Exempt