

MAINTENANCE TRADES SUPERVISOR

CLASS SUMMARY:

This is the first-line supervisory level in a job series of a maintenance/trades type work. This class is distinguished from lower-level jobs by the responsibilities for supervision of daily and/or shift activities and staff and from management-level classifications by the emphasis on the performance of technical work and delivery of services. Incumbents are responsible for performing advanced and/or complex technical work in area assigned; providing technical direction and problem resolution related to program services and activities; ensuring staff and program compliance with applicable laws, regulations, policies and procedures; and reviewing and preparing statistical and related reports.

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

1. Supervises maintenance, trades, and related support 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.
2. Plans, organizes, and supervises a designated area within a maintenance or trades function; coordinates outside contractor projects.
3. Performs a variety of complex technical work related to assigned area of responsibility; serves as a technical expert for the most complex maintenance or trades issues and problems.
4. Estimates costs to complete jobs and maintains various records and files of time, labor, and materials used in projects.
5. Participates in developing and implementing policies and procedures to ensure effective operations.
6. Oversees inventory and purchases supplies and equipment when needed; reads and interprets blueprints, drawings, and work orders to determine supplies, materials, and equipment necessary to complete projects.
7. Participates in the preparation and administration of the budget in assigned area of responsibility; prepares cost estimates and submits justifications for budget items; monitors and controls expenditures.
8. Assists in providing safety training; ensures staff adheres to safe work practices.
9. Performs other duties of a similar nature or level.

LANE COUNTY
Maintenance Trades Supervisor (continued)

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

High School Diploma, or G.E.D., supplemented by specialized training and four years of experience directly related to area of assignment, including lead or supervisory 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 may require):

- Oregon Driver's License;
- Trade certification related to the area assigned.

Knowledge of (position requirements at entry):

- Supervisory principles;
- Culturally competent practices;
- The role that culture plays in work relationships, operations and dynamics;
- Work scheduling principles;
- Applicable tools and equipment of the trade;
- Procedures and methods related to area of assignment;
- Applicable Federal, State, and local laws, codes, and regulations;
- Safety procedures;
- Recordkeeping principles;
- Basic budgeting principles.

Skills in (position requirements at entry):

- Monitoring and evaluating the work of subordinate staff;
- Prioritizing and assigning work;
- Monitoring day-to-day activities in assigned area of responsibility;
- Project management;
- Using applicable tools and equipment related to area of assignment;
- Reading blueprints, schematic drawings, and/or construction drawings;
- Monitoring a budget;
- Inventorying and purchasing materials, equipment, supplies;
- Analyzing situations, identifying alternative solutions, and recommending improvements;
- Performing multiple tasks;
- Troubleshooting systems related to area of assignment;
- Preparing and maintaining a variety of reports and records;
- Working effectively with clients, co-workers, employees and supervisors from diverse backgrounds;
- Gathering, interpreting and behaviorally adapting to cultural contexts;
- Ensuring compliance with applicable policies, procedures, codes, laws, and regulations;
- Communication, both verbal and written, sufficient to exchange or convey information and to receive work direction.

LANE COUNTY
Maintenance Trades Supervisor (continued)

Physical Requirements:

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

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, dust, poor ventilation, chemicals, extreme temperatures, inadequate lighting, workspace restrictions, intense noises and travel.

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:

Draft prepared by Fox Lawson & Associates LLC (LM,KLR) Date: 7/06

Classification and grades (Job Codes N6001 and N6003) approved on December 13, 2006 by Lane County Board Order 06-12-13-3.

FLSA Status: Exempt