



JOB DESCRIPTION

JOB TITLE: Maintenance Supervisor

JOB CODE: 2110

DEPARTMENT: Varies

FLSA STATUS: Exempt

REPORTS TO: Department Manager

SUMMARY OF JOB PURPOSE

Plans, supervises, coordinates, reviews, and evaluates the work of crews performing public works repair, construction, renovation, maintenance projects, and solid waste collection

ESSENTIAL FUNCTIONS

1. Plans, organizes, coordinates, and supervises the work of public works field operations, including street and traffic/sign maintenance, solid waste management, water system operation and management, storm drainage system, parks and building maintenance, vehicle and equipment maintenance programs, snow and ice removal, and other special projects.
2. Conducts inspections of work projects and offers technical assistance and guidance to subordinate staff as necessary; controls ongoing work projects to assure that safety rules and regulations are adhered to and that the work zone and all equipment is in safe operating condition; assures the satisfaction of internal and external customers; investigates complaints and resolves concerns and issues of community residents, public officials, and/or others.
3. Provides input into the budgetary process; provides reports as to the use of staff, work methods, equipment, inventory, and administrative improvements; prepares monthly and annual work programs and budget estimates; presents project reports to Town Council and residents.
4. Supervises assigned staff; prioritizes and reviews work to assure work quality and the timely accomplishment of assigned duties and responsibilities; participates in the interviewing and hiring process and training of new employees; listens and responds to employee problems, concerns, and complaints and suggests solutions that may rectify the situation; prepares performance evaluations for assigned staff and assists subordinates with disciplining employees and preparing performance evaluations; reviews work progress and problems with subordinate supervisors.
5. Assists with the development of departmental goals, objectives, policies and procedures; ensures compliance with established policies, procedures, and regulations.
6. Conducts pavement indexing and recommends road maintenance projects; reviews development and other construction drawings for impact to maintenance requirements and maintenance schedule; generates, receives, and routes work requests to the appropriate supervisor or contractor.
7. Performs on-call work and must be available 24 hours a day, 7 days a week, including holidays.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Maintenance Supervisor

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma or General Education Degree (GED), plus the equivalent of two (2) years of college level coursework in business or general education, and five (5) years of increasingly responsible journey-level experience in public works, plant operations, or facility maintenance and repair, including three (3) years of supervisory experience with staff work crews and contractors.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, blueprints and diagrams, construction specifications, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from elected officials, employees, contractors, utility operators, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of the methods, materials, refuse equipment, and large equipment required in the operation and maintenance of streets, storm drainage systems, parks, traffic control painting, buildings, sidewalks, and related facilities; ability to effectively plan, organize, lead, and direct field operations and maintenance staff; ability to make accurate cost, labor, and material estimates; knowledge of safe work practices, procedures, and regulations such as MUTCD and OSHA relating to the work; ability to perform inspections and evaluations necessary for onsite and offsite infrastructure improvements; ability to establish and maintain work relationships with those contacted in the course of the work.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid "C" Driver's License with an acceptable driving record, ability to obtain an "A" or "B" Commercial Driver's license with an air brake endorsement, and the ability to obtain a Nevada Department of Transportation Flagger's permit may be required. Class B Commercial Driver's License, current Grade II or higher Water Distribution Operator's License, AWWA Back-flow Testers License, and current Flagger's permit required for some positions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Maintenance Supervisor

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms, climb or balance; stoop, kneel, crouch or crawl; and talk and hear. The employee must have mobility to work in a typical office or shop setting; use standard office equipment and drive a motor vehicle in order to visit work sites. The employee is required to sit, and occasionally taste and smell. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to outside weather conditions, wet and/or humid conditions, moving mechanical parts, high precarious places, fumes or airborne particles, and toxic or caustic chemicals. The employee is occasionally exposed to risk of electrical shock and the noise level in the work environment is usually loud.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.