



City of Pacific Grove
Established Date: 12/18/2013

MAINTENANCE SUPERVISOR

SUMMARY: Under general supervision, supervises Public Works Department (PWD) field maintenance programs; monitors operating conditions, and supervises the maintenance, repair, and development of City streets, buildings, grounds, environmental control systems, waste water, and related assets and infrastructure.

ESSENTIAL FUNCTIONS: -- *As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Supervises the daily work activities of PWD street, buildings and grounds, drainage, environmental controls, waste water, and infrastructure operations and maintenance crews; prioritizes and assigns staff, vehicles, and equipment; performs duties within scope of authority; duties will vary according to job assignment.
- Supervises and schedules staff, and assigns tasks, projects, and priorities; ensures that assignments are defined and achieved; evaluates staff performance; ensures that quality and safety standards are met; develops staff skills and training plans; meets regularly with staff to discuss and resolve priorities, workload, resource allocation, equipment, customer service, budgets, and technical issues.
- Reviews the work of staff to ensure the work quality and timely accomplishment of assigned duties and responsibilities; supervises maintenance and repair operations and special projects; prioritizes tasks, identifies problem areas, and recommends solutions; orders and stages materials and equipment.
- Monitors work sites and special events to ensure that safety rules and regulations are followed, and that the work zone and all equipment are in safe operating condition; enforces safety rules and regulations, and ensures proper safety precautions in all work performed; manages safety hazards, equipment problems, security issues, and emergency situations.
- Trains work crew in PWD procedures, techniques, and safety standards; trains crew in the use and maintenance of equipment and tools; works with staff to correct performance deficiencies.
- Supervises the maintenance and repair of vehicles, equipment and facilities; reports and resolves problems requiring additional maintenance and repair.
- Performs administrative activities including employee scheduling, payroll reporting, and work activity reports; develops cost estimates as needed; manages budgets, and monitors expenditures and revenues.
- Maintains inventories of materials, equipment and tools; purchases supplies as authorized.
- Responds to questions from residents, and provides information and customer service; responds to emergencies, assigns duties, and coordinates work activities.
- Supervises the cross-training of work crews in PWD work methods and safety procedures; performs duties of Maintenance Worker as needed to meet workload demands.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High School Diploma or GED equivalent, and five years construction and maintenance experience, including some supervisory or lead worker experience, preferably with the City of Pacific Grove; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City policies and procedures.
- Methods, procedures, materials, equipment, and techniques used for public works operations, construction, and maintenance projects.
- Safe work practices, occupational hazards, and safety precautions in public facilities.
- Operation, maintenance and repair standards and procedures for equipment and vehicles.
- OSHA safety rules and regulations, and safety standards in hazardous traffic environments.
- Techniques and practices for effective, efficient, and cost effective management of allocated resources.
- Facility, vehicle, and equipment maintenance procedures and practices.
- Environmentally responsible and resource-efficient infrastructure maintenance techniques.
- Geography, roads, and landmarks of City and surrounding areas.

Skill in:

- Supervising staff, scheduling work, managing work crews, and evaluating performance.
- Reading and interpreting plans, schematics, and specifications.
- Promoting and enforcing safe work practices.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Interpreting and applying federal, state and local rules and regulations; and City policies and standards.
- Inspecting, servicing, and maintaining vehicles, tools, and specialized equipment.
- Establishing and maintaining cooperative working relationships with co-workers.
- Operating a personal computer utilizing a variety of business software.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required; Commercial Driver's License Class B required at time of employment. Specific technical training and certifications may be required for some job assignments.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed indoors and outdoors; requires moderate physical efforts in performing maintenance and repair projects as needed; may be exposed to safety hazards and dangerous tools and equipment; requires vision capacity to perform fine calibrations and differentiate between colored wires.