

THE CITY OF UMATILLA

JOB TITLE: MAINTENANCE SUPERVISOR

CLASSIFICATION: Level 4

DEPARTMENT: PUBLIC WORKS

Pay Grade: \$19.00 - \$22.00

Status: Open until filled

JOB CHARACTERISTICS

This is a working, supervisory position.

Indoor/office work will comprise less than 10% of job functions.

Under direction, performs responsible supervisory work involving the planning, coordination and direction of work in the streets and parks divisions of the Public Works Department. The employee is responsible for overseeing and supervising the day-to-day operational aspects of the department in order to attain an efficient flow of work and to meet departmental demands. The employee is expected to exercise considerable judgment and initiative in the performance of work tasks. The employee's recommendations on subordinate personnel decisions, including hiring and firing, carry particular weight in the decision-making process.

EXAMPLES OF MACHINES, TOOLS AND EQUIPMENT

City vehicle; may operate heavy automotive equipment such as tractor-mower, backhoe, grader, sweeper, etc.

SUPERVISION RECEIVED – Public Works Director

ESSENTIAL JOB FUNCTIONS –

- Directs and supervises the work of the subordinates in the city's streets, stormwater, public land, lighting and control, solid waste, motor pool, cemetery and building maintenance divisions;
- Plans, organizes and assigns work;
- Inspect work sites before, during and after completion to assure work is completed in a highly satisfactory and thorough manner.
- Inspects work in progress;
- Estimates labor, material and time;
- Modifies or adjusts work methods, assignments and crew sizes;
- Plans and institutes training programs for employees;
- Reads and interprets diagrams, sketches and blue prints;
- Determines need for equipment repair and supervises repair;
- Keeps time and material records;
- Answers complaints from the public;
- Assists and cooperates with contractors and other municipal departments;
- Assists with ordering of supplies and equipment;
- Assists with preparation and administration of budget;
- Maintains departmental records;
- Drives and operates departmental equipment;
- Works on-call rotation including nights, weekends and holidays if required;
- Assists the City in the preparation for and aftermath of a major emergency such as a hurricane or other storm or disaster;
- Performs other related duties as required.

REQUIREMENTS:

Knowledge, Abilities and Skills - Knowledge of departmental policies, procedures, rules and regulations; knowledge of related methods, materials, tools and supplies in construction, maintenance and repair work; knowledge of safety precautions and hazards; knowledge of the operational characteristics of departmental equipment.

Ability to plan, organize and supervise the work of others; ability to make estimates of time and materials; ability to establish and maintain good working relations with city employees and the general public; ability to detect improper functioning of mechanical equipment and make minor adjustments; ability to read and interpret blueprints, diagrams and sketches; ability to drive and operate assigned equipment; ability to work on-call rotation and as needed, nights, weekends and holidays;

Physical Demands - This is continual light work and occasional heavy work. Requires frequent walking and standing; climbing, stooping, reaching, bending; good finger/hand dexterity and hand/eye coordination; occasional lifting 50+ pounds, carrying/ pushing/pulling 50+ pounds; good eyesight, hearing and speech; working in adverse environmental conditions (heat, cold, rain, etc.) regularly; regular driving and operation of assigned equipment.

Minimum Qualifications - High School Diploma or recognized equivalent. Five (5) years progressively responsible experience in the operations of the Public Works Department, to include experience in laboring or maintenance work and the operation of heavy equipment. Valid Florida Driver's License required. Special certifications in related field such as FDOT MOT Flagger, Competent Person; Trench Safety, Heavy Equipment, Herbicide/Pesticide Licenses, etc. desirable.

Person selected for this position will need to acquire spray-tech certification and pool operator certification within 2 years.

*Note: Job Descriptions are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*