DATE	July 2012
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Maintenance Supervisor
DEPARTMENT/DIVISION: Various
REPORTS TO: Varies

SUMMARY: Depending on area of assignment, responsible for supervising the daily operations of asphalt street and drainage or field maintenance activities to include: scheduling and coordinating maintenance activities; evaluating performance of maintenance staff; scheduling and coordinating projects, maintaining databases and related files and records, performing problem resolution activities, supervising staff, and inspecting projects. Work requires limited supervision and the use of independent judgment and discretion.

ESSENTIAL JOB FUNCTIONS:

- Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures, and maintain a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
- Supervises the day-to-day operations of maintenance activities in assigned area of responsibility, which includes planning, developing, coordinating, administering, enforcing, and evaluating projects, processes, procedures, systems, and standards and ensuring compliance with applicable Federal, State, and Local laws, regulations, codes, and/or standards.
- Investigates and resolves complaints and/or issues received from internal and external customers.
- Promotes and advances safety and efficiency of equipment by coordinating inspections, repairs, maintenance, and the operation of equipment and vehicles.
- Supervises and monitors the work of external contractors performing work for the City, which includes inspecting work to ensure compliance with applicable specifications and quality standards.
- Participates in reviewing a variety of engineering plans, as-builts, permits, building inspection plans, and/or other related items.
- Approves purchase orders and requests for expenditures related to tools, parts, equipment, materials, and supplies within established guidelines.
- Prepares and maintains a variety of records, files, reports, work orders, and/or other related information related to operational activities for assigned division.
- Participates in the development and monitoring of the Division and/or program budget. Coordinates the collection and compilation of data to support budgetary requests related to area of assignment.
- Participates in the preparation of bid specifications and obtains quotes for projects and equipment in assigned area of responsibility.

- Responds to emergency operation and on-call situations.
- Assists lower level employees with complex maintenance activities and/or projects.
- Performs other duties as assigned.

Public Works

- Identifies streets and storm drainage deficiencies and performance; assesses maintenance activities for effectiveness,
- Compiles and collects data to select define and analyze improvement opportunities and strategies

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Supervisory responsibility over maintenance staff/multiple crews

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of supervisory principles;
- Knowledge of project Management techniques and methods;
- Knowledge of procedures and methods related to maintenance activities in assigned area of responsibility;
- Knowledge of safety procedures and practices;
- Knowledge of procurement principles;
- Knowledge of basic budgeting principles;
- Knowledge of contract management principles and practices;
- Skilled in monitoring and evaluating employees;
- Skilled in prioritizing and assigning work;
- Skilled in utilizing applicable tools and equipment in assigned area of responsibility;
- Skilled in purchasing materials, equipment, and supplies;
- Skilled in interpreting and applying policies, procedures, codes, laws, and regulations;
- Skilled in reading blueprints, schematic drawings, and/or construction drawings;
- Skilled in preparing and maintaining data in a work order management system that records work time/labor hours, material usage and work performed;
- Skilled in monitoring and evaluating the work of external contractors;
- Skilled in mediating and negotiating conflict;
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures;
- Skilled in providing customer service;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

Public Works

- Knowledge of HMAC patching practices and procedures;
- Knowledge of street leveling practices and equipment;

- Knowledge of surveying, GIS, and asset management collection processes;
- Working knowledge of repair or rehabilitation methods

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- Four years related progressively responsible maintenance experience, including one year of lead experience
- Must possess a valid Texas Class C Driver's License.
- Depending on area of assignment, licenses may be required.

Public Works

- Lead experience should include field operations for the maintenance, development, and replacement of drainage channels, streets, roadways, alleyways and sidewalks.

Wastewater Collection

- Must possess a TCEQ Class III Wastewater Collection license.

Water Distribution

- Must possess a TCEQ Class C Water License.

PREFERENCES:

- None.

WORKING CONDITIONS:

- Frequent climbing, balancing, reaching, sitting, standing, walking, stooping, kneeling, crouching, crawling, talking, seeing, hearing, smelling, and manual dexterity.
- Occasional lifting and carrying of over 100 pounds.
- Work is typically performed in both indoor and outdoor environments, with potential exposure to adverse weather conditions.
- Work is occasionally performed in close quarters, high and precarious places, and near moving mechanical parts.
- Potential exposure to risk of electrical shock, vibration, fumes, airborne particles, and infectious diseases.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.