



DATE	January 2023
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 maintenance activities for City infrastructure 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, the operation of equipment and vehicles, and investigating/reporting accidents in accordance with City policy.
- 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.
- Monitors and maintains material and supply inventory to ensure efficient division operations. Procures materials and supplies.
- 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.
- Coordinates and supervises emergency operation, catastrophic events, and on-call situations.
- Performs other duties as assigned.

POSITION SPECIFIC JOB FUNCTIONS:

Public Works:

Wastewater

- Responsible for supervising the daily operations of wastewater systems and field maintenance activities to include: Identifying wastewater collections system deficiencies and performance; compiling and collecting data to select, define, and analyze improvement opportunities and strategies; utilizing knowledge of infiltration and inflow prevention practices and procedures, reporting sanitary sewer overflows and related information, knowledge of maintaining wastewater collection mains, manholes, clean outs, and asset data collection.as well as knowledge of wastewater collection main cleaning and inspection practices and equipment.

Water Distribution

- Responsible for supervising the daily operations of water distribution systems and field maintenance activities to include: Identifying water distribution system deficiencies and performance; compiling and collecting data to select, define, and analyze improvement opportunities and strategies; utilizing knowledge of leak detection practices and procedures to reduce unaccounted water, reporting unauthorized discharges, as well as knowledge of water valve and fire hydrant maintenance inspection practices and equipment. Responsible for ensuring irrigation and landscaping restoration after maintenance activities. Responsible for excavations for various water and sewer line repairs.

Water Quality/Production

- Responsible for supervising the daily operations of all Water Quality/Production activities to include: Overseeing the operation of the water distribution and waste water collection systems; schedule and oversee the inspection and maintenance of applicable infrastructure including but not limited to: pump stations, lift stations, ground storage tanks, elevated storage tanks, hydropneumatics tanks, air relief valves, pressure relief valves, etc.; monitor the operation of the after-hours emergency call center; oversee routine and preventative maintenance duties of the water and waste water systems; attends plan review and pre-construction meetings on related projects; manage the collection and testing of water samples; resolve water quality related issues; manage the backflow cross connection program; organize and oversee the collection and retention of all applicable data; and oversee the preparation of all sites related to TCEQ sanitary inspections for the public water system.

Special Operations/Meter Services

- Responsible for supervising the daily operations of a municipal stormwater drainage system and field maintenance activities to include: Identifying municipal stormwater drainage system deficiencies and performance; compiling and collecting data to select,

define, and analyze improvement opportunities and strategies; Scheduling and monitoring stockpile cleanup activities; scheduling and monitoring winter and snow operations and deployment; utilizing knowledge of environmental regulations , urban stormwater infrastructure maintenance techniques, best management practices for erosion and sediment control, channel and bank stabilization practices and procedures, and best practices for maintenance of municipal stormwater drainage features (inlets, storm sewer pipe, drainage channels, etc.).

- Responsible for supervising the daily operations of meter services activities to include: the inspection, repair and installation of meters that are in the meter replacement program, damaged and/or new sets; the installation and maintenance of meter cans; bench testing meters; inspections, testing and repairs on portable meters and applicable connections; collaborates with billing staff in scheduling the installation of new meters.

Streets

- Responsible for supervising the daily operations of streets maintenance activities, which includes: establishing surface grades; ordering, pouring, and finishing concrete; constructing structural concrete walls and sidewalks; implementing temporary and permanent asphalt repair to streets, alleys, sidewalks; and/or other applicable areas; and/or performing other related activities. Additional duties include scheduling and monitoring winter and snow operations and deployment.

Utility Cuts

- Responsible for supervising the daily operations of utility cut activities performed after repairs to utility infrastructure, which includes: ordering, pouring, and finishing concrete; constructing structural concrete walls and sidewalks, ordering and replacing paver stones, and assigning staff to assist other departments as requested.

Parks Maintenance

Aquatics

- Responsible for supervising aquatic facility operations, activities and maintenance. Duties include supervising staff; recommending and administering budgets; serving on committees and task forces; scheduling programs and staff; and, recommending operational policies and procedures. Additional responsibilities include scheduling athletic fields and serving as a liaison between youth and adult associations, and others. Work is performed with general direction, working from broad goals and policies.

Mowing/Ballfields

- Responsible for supervising the work of grounds maintenance crews over mowing and ballfields. Duties include supervising staff; recommending and administering budgets; serving on committees and task forces; scheduling maintenance activities and staff; and, recommending operational policies and procedures. Additional responsibilities include oversight in the renovation and construction of athletic fields, coordination of mowing schedules, and conducting research to incorporate new procedures and best practices. Work is performed with general direction, working from broad goals and policies.

Landscape/Irrigation/Chemicals

- Responsible for supervising the work of grounds maintenance crews over landscape, chemicals and irrigation. Duties include supervising staff; recommending and administering budgets; serving on committees and task forces; scheduling maintenance activities and staff; and, recommending operational policies and procedures. Additional responsibilities include oversight in design and installation of landscape areas, bidding and acquisition of chemicals for fertilization and pest control, monitoring irrigation schedules, and supervising the maintenance of public aquatic areas.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Supervisory responsibility over maintenance staff/multiple crews.

Public Works

- Able to temporarily step into the Manager role in the event of Manager's absence.
- Responsible for approving charges to divisional budget.
- Responsible for creating and monitoring divisional operating budget for assigned division.

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 applicable Federal, State, and Local laws, codes, and regulations related to area of assignment;
- Knowledge of recordkeeping principles.
- 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, de-escalation techniques and conflict resolution;
- 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 surveying, GIS, and asset management collection processes;
- Working knowledge of repair or rehabilitation methods.
- Skilled in reviewing and recommending updates to established standards and/or procedures.

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.

POSITION SPECIFIC MINIMUM QUALIFICATIONS

Parks and Recreation

Aquatics

- Bachelor’s Degree in Leisure Services, Recreation, General Business or a related field.
- Three years of progressively responsible experience in aquatics/recreation programming or aquatic facility management.
- Aquatic Facility Operator license, to be acquired within 6 months of being hired

Mowing/Ballfields

- 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.

Landscape/Irrigation/Chemicals

- 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.
- May be required to become a Certified Pool Operator/Aquatic Facility Operator.
- Depending on area of assignment, other licenses may be required.

Public Works

- An equivalent combination of education, experience and training that provides the

required knowledge, skills and abilities may be used in lieu of 4 years experience, including one year of lead experience.

- Lead experience should include field operations for the maintenance, development, and replacement of drainage infrastructure and channels, water infrastructure, wastewater infrastructure, streets, roadways, alleyways, railroad crossings, sidewalks and/or water system inspections and sampling.

Wastewater Collection

- Must possess a TCEQ Class II Wastewater Collections license.
- Must obtain a TCEQ Class III Wastewater Collections license within forty two months of employment.

Water Distribution

- Must possess a TCEQ Class C Water License;
- Must possess a TCEQ Class I Wastewater Collection license within 12 months of employment;
- Must possess a TCEQ Class II Wastewater Collection license within 30 months of employment.

Water Quality/Production

- Must possess Texas Commission on Environmental Quality Class C Water Distribution or Surface Treatment Licenses or higher class;
- TCEQ Class II Wastewater Collection License within 12 months of employment;
- TCEQ Class II Wastewater Collection License within 30 months of employment;
- TCEQ Class III Wastewater Collection License within 66 months of employment;
- TCEQ Backflow Prevention Assembly Tester (BPAT) within 30 months of employment;
- TCEQ Customer Service Inspector (CSI) within 30 months of employment;
- TCEQ Class C Groundwater Treatment License or higher class within 30 months of employment.

Special Operations/Meter Services

- Must possess Texas Commission on Environmental Quality Class C Water Distribution, Groundwater treatment or Surface Treatment Licenses or higher class.
- Texas Commission on Environmental Quality Backflow Prevention Assembly Tester (BPAT) within 12 months of employment.

Streets

- Knowledge of Hot Mixed Asphalt Concrete (H-MAC) patching practices and procedures;
- Knowledge of street leveling practices and equipment.
- Able to schedule and prioritize short and long term workload based on pavement condition index reporting.
- Additional training/certification may be required depending on previous experience and training.

Utility Cuts

- Knowledge of street leveling practices and equipment;
- Must obtain Texas Commission on Environmental Quality Class D License within thirty months of employment.
- Must obtain Texas Commission on Environmental Quality Class C Water Distribution or Surface Treatment License within thirty months of employment.

PREFERENCES:

Public Works:

Special Operations/Meter Services

- Project Management Certification;
- Stormwater and Erosion Control Certification.

Wastewater

- TCEQ Class III Wastewater license

Utility Cuts

- TCEQ Class C Water Distribution, Groundwater Treatment or Surface Treatment License

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.

Public Works

- First responders and essential employees for routine and emergency activities.

CONDITIONS OF EMPLOYMENT:

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