

City of San José

MAINTENANCE SUPERVISOR (3116)CLASS PURPOSE

Under general supervision, performs work of considerable difficulty in the supervision of crews in the construction, maintenance, and repair of streets, sewers, parks, and public facilities. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- Supervises, assigns, trains, and evaluates subordinate staff and their work; participates in making personnel decisions such as employment, promotion, retention, and other matters.
- Studies relevant policy and procedures and makes recommendations for change.
- Enforces policy and procedures within sphere of authority.
- Studies supervised work area and makes recommendations for improvements.
- Gathers and compiles routine statistical and other data for reports on expenditures, work accomplished, and completion timeliness.
- Makes budget requests for tools, supplies, and equipment.
- Ensures that budget allocations are not exceeded.
- Completes inventory records, work order forms, daily activity logs, time cards, performance evaluation forms, requisitions, vandalism reports, water use records, purchase orders, and records of supplies.
- Tours areas where crews are working and provides guidance and supervision as necessary.
- Inspects finished work for adequacy of accomplishment.
- Ensures safe operation of equipment security and clean up of work area.
- Ensures vehicle and pedestrian traffic safety in work area.
- Conducts safety meetings; performs safety checks on vehicles.
- Implements and maintains preventive maintenance schedules.
- Estimates equipment, material, manpower and time necessary for work completion; sets priorities.
- Supervises the repair, patching, and reconstruction of streets and roadways.
- Supervises the repair of mobile and fixed equipment such as playground apparatus, picnic tables, movers, and other items.
- Supervises the installation, maintenance, and removal of traffic control signs, street name signs, barricades, fences, curbs, gutters, street markings, chatter boxes, and other objects.
- Supervises the installation, repair, and revisions of irrigation systems.
- Supervises the installation, maintenance, and repair of fire hydrants, pumps, portable water systems, and swimming pool mechanisms.
- Implements and coordinates sweeping, trash pick up, rubbish removal and hauling, leaf removal, pruning, tree trimming, spraying, and other routine maintenance work.
- Supervises the installation, repair, unplugging, and replacement of catch basins, sewer laterals and mains, storm drains, inlets, and structures.

- Supervises the requisitioning, storing, issuing, and delivery of parts, tools, fuels, supplies, and equipment.
- Supervises conservation, fire suppression, and other special projects.
- Supervises emergency service crews and weekend and holiday personnel.
- Supervises the installation and care of turf, shrubs, trees, and other vegetation.
- Performs public contact and liaison work in explaining and interpreting programs.
- Increases the economy, efficiency, and quality of services.
- Provides budget input; maintains a balanced budget.
- Trains and maintains an effective work force.
- Removes public safety and health hazards.
- Achieves pre-set maintenance standards.
- Conserves and preserves natural open space for public enjoyment.
- Ensures safe work equipment and environment for subordinates.
- Ensures that public facilities and structures are maintained in a clean, safe, healthful condition.

Typical End Results

Ensuring the proper construction, maintenance and repair of streets, sewers, parks, and public facilities.

DISTINGUISHING CHARACTERISTICS

This class differs from that of Senior Maintenance Worker in that the latter exercises lead direction over smaller numbers of personnel and crews and usually reports to an incumbent of this class. This class differs from that of Maintenance Superintendent in that the latter plans, organizes, and directs a major functional section normally including supervision of a number of Maintenance Supervisors.

QUALIFICATIONS

Minimum Knowledge, Skills, and Abilities

- Knowledge of the materials, methods, tools, and complex heavy equipment used in street, sewer, park, and public facility construction, maintenance, and repair.
- Knowledge of safe operations of motor vehicles and equipment.
- Knowledge of safety practices and precautions to be taken at work.
- Knowledge of preventive maintenance and conservation procedures.
- Knowledge of safety rules in using herbicides, pesticides, insecticides, and other chemicals.
- Ability to assign, train, and evaluate subordinates and their work.
- Ability to estimate manpower, equipment, material, and time for work completion.
- Ability to follow oral and written instructions.
- Ability to prepare reports and keep records of work completed, time, parts, material, and supplies used.
- Ability to read and interpret sketches, plans, diagrams, blueprints, aerial maps, and parcel maps.
- Ability to perform arithmetic calculations and take simple measurements.

Competency Knowledge, Skills, and Abilities

- Knowledge of budget preparation methods and procedures.
- Knowledge of the principles of management.
- Ability to study policy and make recommendations for change.
- Ability to study organization and make recommendations for improvements.

Education

Graduation from high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate).

Experience

Five years of experience in the maintenance and repair of streets, sewers, parks, and public facilities, including at least two years in a lead capacity at the level of Senior Maintenance Worker, Senior Tree Maintenance Leadworker, Senior Pump Maintenance Worker, or Senior Heavy Equipment Operator with the City of San Jose.

Acceptable Substitutions

Cumulative “chitted up” experience from a lower class to lead capacity at the level of Senior Maintenance Worker, Senior Tree Maintenance Leadworker, Senior Pump Maintenance Worker, or Senior Heavy Equipment Operator with the City of San Jose may be substituted for the lead capacity experience on a year-for-year basis.

Licenses/Certificates

- Possession of a valid California driver’s license.
- Possession of a Class A or B driver’s license may be required for some positions.
- Possession of a valid State of California Certified Commercial Applicator’s license may be required.

(Formerly Parks Supervisor)
(Formerly Public Works Supervisor)
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