



## **CITY OF CALEXICO**

### **CLASS TITLE: SUPERVISOR-MAINTENANCE & OPERATIONS**

**MONTHLY: \$5,487 - \$6,670**

**RANGE: S-33**

### **BASIC FUNCTION:**

Under the direction of the General Services Director, organize and direct the operations and activities involved in the maintenance of City streets, parks, vehicles, equipment, buildings and grounds; coordinate projects, personnel, communications and information to meet City maintenance needs and assure smooth and efficient activities; train and evaluate the performance of assigned personnel.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Organize and direct the operations and activities involved in the maintenance of City streets, parks, vehicles, equipment, buildings and grounds; assure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate projects, personnel, communications and information to meet City maintenance needs and assure smooth and efficient activities; participate in the scheduling, development and implementation of maintenance and repair projects.

Train and evaluate the performance of assigned staff; interview employees and recommend hires, transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure compliance with established standards, guidelines and procedures.

Prioritize, assess and coordinate response to street, park, vehicle and building maintenance needs and work orders; plan, organize and lay out projects; monitor progress of projects; inspect completed projects for accuracy, completeness and compliance with established requirements.

Estimate labor, materials and equipment needed for street, park, vehicle, equipment and building maintenance functions; compile and prepare cost estimates; monitor and assure adequate levels of equipment and supplies; research and coordinate the purchase of equipment and supplies as needed.

Coordinate response to emergency maintenance needs and problems; inspect buildings, grounds, streets and facilities to identify maintenance and repair needs; assure proper identification and resolution of safety hazards; monitor work to assure proper safety procedures and equipment use.

Serve as a liaison concerning assigned maintenance functions and coordinate related communications, information and projects between other departments, personnel, vendors, outside organizations and the

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public; investigate and resolve maintenance-related complaints and conflicts.

Organize and direct the preparation of streets for paving, asphalt and concrete repair, and utilization of asphalt and other rock to pave, grade and patch roads, streets, alleys and shoulders, fill holes and seal cracks; assure existing streets are maintained in proper condition.

Supervise a variety of grounds maintenance and gardening duties in the beautification of City parks, lawns, fields and other grounds and landscaped areas; assure proper mowing, edging, trimming and watering of lawns, fields and other turf grounds.

Coordinate and oversee the installation, maintenance and repair projects in electrical work, plumbing and other building trades; oversee the troubleshooting, diagnosis and repair of utility, equipment and system malfunctions; assure proper replacement of parts as needed.

Organize and direct the inspection, diagnosis, servicing, maintenance and repair of a variety of large and small vehicles and equipment; assure safe and proper operating condition of City vehicles and power-driven equipment.

Supervise and participate in the operation of a variety of heavy and light equipment including skip loaders, backhoes, trenchers, forklifts and various hand and power tools; assure equipment is operated and maintained in safe and proper working order; drive a vehicle to conduct work.

Oversee the installation, construction and repair of concrete sidewalks, curbs and gutters; assure proper clean-up of City parks, streets and adjacent areas.

Assist in the development and preparation of the annual preliminary budget for assigned maintenance functions; review and evaluate budgetary and financial data; recommend purchases in accordance with established limitations.

Compile information and prepare and maintain a variety of narrative and statistical records, reports and files related to projects, personnel, work orders, cost estimates, meetings, inventory and assigned activities; prepare bid proposals for projects as directed.

Organize and direct the painting and striping of curbs, handicap zones, stop lines, crosswalks, school zones, roadways, lines and other street markings; install and maintain street and traffic safety signs and markers.

Communicate with City personnel, various outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns.

Assist in planning long and short-term goals, programs and activities related to assigned maintenance functions.

Operate a computer and assigned software.

Attend and conduct a safety, staff and other meetings as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Organization and direction of the operations and activities involved in the maintenance of City streets, parks, vehicles, equipment, buildings and grounds.

Practices, procedures, methods, materials and equipment involved in the maintenance and repair of streets, sidewalks, alleys and related infrastructure.

Proper methods, techniques, materials, tools and equipment used in grounds maintenance, vehicle maintenance and the building maintenance trades.

Operation and use of a variety of heavy and light maintenance equipment.

Health and safety regulations and procedures.

Applicable laws, codes, rules, regulations, policies and procedures.

Principles and practices of supervision and training.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic budget preparation and control.

Record-keeping techniques.

Proper lifting techniques.

**ABILITY TO:**

Organize and direct the operations and activities involved in the maintenance of City streets, parks, vehicles, equipment, buildings and grounds.

Coordinate projects, personnel, communications and information to meet City maintenance needs and assure smooth and efficient activities.

Train and evaluate the performance of assigned personnel.

Coordinate response to street, park, vehicle and building maintenance needs and work orders.

Participate in the scheduling, development and implementation of maintenance and repair projects.

Estimate material, labor, equipment and time requirements.

Inspect projects for accuracy, completeness and compliance with established requirements.

Operate a variety of heavy and light equipment including skip loaders, backhoes, trenchers, forklifts and various hand and power tools.

Learn to operate a computer and assigned software.

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare and compile a variety of records related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by completion of an approved apprenticeship program in one or more of the maintenance trades applicable to this class and four years increasingly responsible grounds, street, vehicle or building maintenance experience including one year in a lead capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.  
Exposure to fumes, dust, odors, oil, grease and gases.  
Seasonal heat and cold or adverse weather conditions.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.  
Dexterity of hands and fingers to operate a variety of equipment.  
Seeing to inspect projects and read a variety of materials.  
Sitting or standing for extended periods of time.  
Walking to inspect projects.

**HAZARDS:**

Working around and with machinery having moving parts.