

# CITY OF SOLVANG

## JOB DESCRIPTION

*This is not an individualized job description. It defines the general character and scope of responsibilities. It is not intended to describe and does not necessarily list every duty for a given position.*

### Maintenance Supervisor

#### **Job Definition**

Under general direction, is responsible for maintenance of and improvements to City streets, storm drains, open spaces, trees, buildings, landscaping and irrigation systems. Provides contract administration and management on construction projects and maintenance services. Coordinates and manages City involvement in special events that occur within the City. Represents the City at various meetings. Implements solid waste and recycling programs. Supervises and assists crews in a variety of skilled and semi-skilled tasks in maintenance, construction, and repair of public improvements, maintenance of urban forest, and performs related work as required.

#### **Distinguishing Characteristics**

This is the full time supervisory-level position. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of maintenance staff. Incumbents are expected to independently perform the full range of maintenance duties as assigned. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

**Essential Function Statements** - Essential duties may include, but are not limited to, the following:

- Supervises crews in a variety of skilled and semi-skilled tasks in maintenance of and improvements to City streets, storm drains, open spaces, trees, buildings, landscaping and related City facilities.

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- Develops bid packages and provides contract administration and management on maintenance services and some construction projects.
- Reviews and monitors annual contracts.
- Coordinates and manages City involvement in special events that occur within the City.
- Purchases materials, supplies and equipment.
- Participates in the selection of maintenance staff; provides and coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
- Provides exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, and responsive, fair, courteous and respectful, and to actively participate in maintaining a positive customer service environment.
- Implements solid waste and recycling programs.
- Prepares staff reports and presentations for City Council and other boards and committees as directed by Supervisor.
- Maintains files and keeps applicable maintenance records.
- Performs related duties as assigned.

## **Employment Standards**

### **Education and Experience**

Any combination of experience and training that provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge would be:

- Four years increasingly responsible experience in public works construction, repair, and maintenance, including one year in a lead supervisory capacity.

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- A high school diploma, GED or equivalent; some college level or special course work in facilities maintenance, construction management, building trades, pavement maintenance, and urban forestry is desirable.

**Knowledge of:**

- Principles, practices and techniques of municipal public works functions.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Landscaping and irrigation systems operations, maintenance and practices.
- Administrative principals and methods, including goal setting, program development, scheduling and implementation, budget preparation and employee supervision.
- Principles and practices of contract administration.
- Applicable Federal and State laws and regulations.
- Safety principles, practices, procedures, and equipment related to the work.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

**Ability to:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Organize, implement, and direct assigned maintenance and operations activities.
- Make sound, independent decisions within established policy and procedural guidelines.
- Ability to effectively communicate with the public, staff, management, City Council, contractors and others.

- Ability to select, supervise, train, motivate and evaluate assigned staff.
- Ability to analyze complex problems, evaluate alternatives and make creative, sound recommendations.
- Ability to read and evaluate blueprints, construction drawings, technical specifications and instructions.

### **License Required**

Possession of a valid and appropriate California driver's license is required, with a driving record with no chargeable accidents in any vehicle, within three years immediately preceding the date of selection and a driving record with zero points in the three years preceding the date of selection. The City Manager or his/her designee may accept a valid driver's license from another state if applicant acknowledges his/her intent and ability to acquire a California driver's license within three months by signing an acknowledgement form.

### **Physical Demands**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Requirements**

**Strength:** Heavy - exert force of 50-100 pounds occasionally, 25-50 pounds frequently, or 10-20 pounds constantly to lift, carry, push pull or move object. Frequent standing, walking, bending, stooping, crouching, handling, gripping, grasping. Occasional to frequent reaching at, above and below shoulder level, extending neck upward, downward and side to side, pushing, pulling. Occasional sitting, climbing stairs, ladders, scaffolding, twisting at the waist, crawling, kneeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

**Vision:** Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed.

**Hearing/Communicating:** Effectively hear/comprehend/perceive oral instructions and communication and equipment noise. Expressing or exchanging ideas by means of the spoken word, conveying detailed or important spoken instructions to other workers accurately, loudly, or quickly.

**Supplemental Information**

**Environmental Conditions**

Frequently to constantly works outdoors; rarely to occasionally work indoors. Frequently works around machinery. Occasionally to frequently drives motorized equipment/vehicles; exposed to slippery or uneven walking surfaces; Occasionally exposed to electrical energy, chemicals, excessive noises, dust, fumes, gases, odors, solvents, grease or oil; Uses a computer; Works both alone and with others depending on assignment; Some exposure to water, chemicals, hazardous materials, noise, and climbing; May work at heights, in confined spaces and in inclement weather.

This is to acknowledge that I have received a copy of this job description and understand its contents.

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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