



Maintenance Supervisor

Category: Classified
Pay Grade: C28
Job Code: 17175

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs advanced level supervisory and administrative work coordinating multiple utilities field maintenance and repair crews; plans, directs, and supervises utilities operations in a designated area of the County; may utilize knowledge in various trades such as electrical, plumbing, welding, and other tasks to locate and correct malfunctions and for improvement of heavy industrial pumping systems and facilities.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Plans, organizes, and directs multiple field crews and assigned equipment performing utilities system construction, maintenance, and repair;
- Determines scope of work such as repair, maintenance, or new construction and analyzes workload and personnel availability;
- Develops life cycle plan and cost effectiveness of repair versus replacement;
- Develops, improves, implements, and maintains section's Preventive Maintenance Program;
- Prioritizes and assigns time estimates and forecasts and schedules maintenance and repair activities, estimates costs, and submits cost/benefit analyses for a designated utilities service area;
- Requisitions and maintains replacement part stock for completion of repairs;
- Reviews and performs contract management on contracts pertaining to maintenance and equipment;
- Coordinates with other agencies, departments, and division units or sections to ensure proper support activities or joint projects are accomplished;
- Assists in the preparation and administration of section operational budget;
- Prepares project cost estimates, orders, or requisitions material and equipment to facilitate repairs;
- Makes personal contact with public and private citizens within area of operations in order to resolve complaints or provide information;
- Trains and supervises subordinate staff and hires new employees;
- Makes field visits to check on work in progress and attends meetings with section heads and superiors to discuss schedules and workload;
- Ensures that adequate amounts and types of equipment and materials are available for project completions and constantly monitors and checks safety practices and procedures;
- Responds to emergency calls and situations as needed or directed;
- Completes work-related reports and/or maintains operation and maintenance logs; and
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Five (5) years of supervisory experience in public works or utilities construction, maintenance, or major repair; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Possession and maintenance of a valid Level 2 Water Distribution System Operator License or a Florida Water and Pollution Control Operators Backflow Prevention Assembly Testing Certification (depending on area of assignment).
- Candidate may be required to perform manual labor for extended periods occasionally in adverse weather conditions.
- Appointing Authority may also require incumbent to obtain and retain other job-related credentials or certifications.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of engineering practices and techniques as applied to public utilities construction, maintenance, and repair;
- Knowledge of types and uses of a wide variety of major public works equipment;
- Knowledge of facility, inventory, machinery, and public works equipment maintenance;
- Ability to apply computer applications and software;
- Ability to plan, organize, and direct multiple field crews and analyze and evaluate completed work projects;
- Ability to establish and maintain effective working relationships with other governmental agencies and the public;
- Ability to understand construction plans and prepare varied reports, responses to inquiries and evaluations.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.