City of Merced

Bargaining Unit:

FLSA:

MS Covered

Position Number:

06589

PUBLIC WORKS SUPERVISOR—FACILITIES

DEFINITION

Under general supervision, plans, assigns, supervises, and reviews the work for the Facilities Maintenance Division's general operations, maintenance, construction, and inspection of city-owned facilities including buildings, parks, playgrounds, playground structures, swimming pools, and related facilities. Supervises and coordinates field crews; performs administrative duties as a first-line supervisor and performs field work as needed.

DISTINGUISHING CHARACTERISTICS

This is a first-line supervisory class position in the Public Works Operations, Facilities Division. An incumbent in this class assists the Utilities Manager in the management of the Division. This class is distinguished from the Utilities Manager position by the extent of policy-making authority and other managerial responsibilities.

REPORTS TO

Public Works Manager-Utilities.

CLASSIFICATIONS SUPERVISED

Staff assigned to the Facilities Division of the Public Works Operations Department.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required)

- Plans, assigns, performs, supervises, and inspects activities and work, in conjunction with the Utilities Manager, relating to the operation, maintenance, and inspection of City-owned facilities including buildings, parks, playgrounds, playground structures, swimming pools, program development and management
- Assists in budget development and administration
- Prepares cost and staffing estimates for maintenance projects
- Assumes responsibility for and assists with a variety of personnel actions such as performance evaluations, training, selection, dismissals, transfers, and disciplinary actions
- Oversees the storage of surplus furniture and equipment
- Supervises and assists crews in a variety of maintenance and repair activities, including carpentry, painting, plumbing, electrical work, boiler maintenance, generator maintenance, playground maintenance, and swimming pool maintenance
- Supervises and assists crews in set-up for various functions and events

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (Continued)

- Reads and interprets construction plans and specifications
- Assists Utilities Manager with field inspections to determine annual preventive maintenance program for City-owned facilities
- Prepares clear and accurate reports of time, equipment, and materials used
- Implements work safety requirements and conducts safety training
- · Requisitions and purchases materials and supplies
- Investigates public complaints and recommends corrective action
- Reviews employee time records for accuracy and completeness
- Performs field maintenance on equipment and tools
- Performs other related duties as required

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand, walk, stoop, kneel, crouch; occasionally sits; normal manual dexterity and eyehand coordination; ability to lift and move objects weighing up to 90 pounds; ability to climb a stationary ladder a minimum of 30 vertical feet; exert unusual physical effort in the maintenance and repair of City-owned facilities; corrected hearing to normal range; must have excellent color vision, no color blindness; verbal communication; operate motorized equipment; use a variety of hand and power equipment, operate a two-way radio; use a telephone.

TYPICAL WORKING CONDITIONS

Work is performed in a corporation yard, City-owned facilities, and outdoors in varying temperatures and weather conditions; exposure to hazardous materials, smoke, gasses, and fumes; exposure to hazards such as moving machine parts and electrical current; continuous contact with other staff and regular contact with the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

Practices, tools, equipment, and materials used in the building trades. Heating, ventilating, and air conditioning equipment in City buildings and

facilities.

Playground equipment and swimming pool maintenance methods and procedures.

Safe work practices and procedures applicable to building maintenance work.

Project planning and completion.

Computer-driven mechanical programming.

Landscape maintenance surrounding facilities.

PUBLIC WORKS SUPERVISOR - FACILITIES — 3

DESIRABLE QUALIFICATIONS (Continued)

Ability to:

Inspect City buildings and facilities, recognizing and locating conditions, which require maintenance and repair.

Plan, estimate time and materials, and coordinate maintenance and repair projects.

Provide direction and guidance for staff.

Perform a variety of general maintenance and semi-skilled work in the maintenance and repair of City buildings, facilities, and associated equipment.

Perform playground equipment and swimming pool maintenance assignments.

Read and understand plans, construction drawings, and blueprints.

Drive an vehicle and use hand and power tools used in building trades work.

Make basic mathematical calculations.

Follow oral and written directions.

Establish and maintain cooperative working relationships.

Training and experience:

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

Graduation from high school or equivalent and a minimum of two years experience comparable to that of a Building Maintenance Worker II or a Custodian II with the City of Merced.

One year increasingly responsible lead or supervisory experience.

Special requirements:

Possession of an appropriate, valid State of California Class C driver's license. Must be able to pass a City-administered equipment operator's test.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

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APPROVED

Chairperson, Personnel Board

DATE: August 12, 2002