

**CITY
OF
MERCED**

**Employment Opportunity
for**

PUBLIC WORKS SUPERVISOR – FACILITIES

SALARY: \$4119.26-\$5006.99 Monthly

FINAL FILING DATE: November 7, 2012

Current and future vacancies will be filled from this eligible list for a period of one year from the date of certification by the Personnel Board. **Note: Applications must be in the Personnel Office by 5:00 p.m. on the filing deadline date or they will not be accepted for any reason. Postmarks are not acceptable.**

THE POSITION

The Public Works Supervisor – Facilities 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.

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

Duties include, but are not limited to, planning, assigning, performing, supervising, and inspecting activities and work, in conjunction with the 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; reads and interprets construction plans and specifications; assists 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.

Must have knowledge of materials, practices and equipment 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.

Must have the 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 a vehicle and use hand and power tools in building trades work; make basic mathematical calculations; follow oral and written directions; establish and maintain cooperative working relationships.

THE REQUIREMENTS

Education 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 (2) years experience comparable to that of a Building Maintenance Worker II or a Custodian II with the City of Merced; one (1) year of increasingly responsible lead or supervisory experience.

Special Requirements

Possession of a valid State of California Class C drivers license

Additional Information

The City reserves the right to change or add to any of the above licensing requirements, job duties, or other employment requirements anytime throughout a candidate's employment when required by law, regulation or business necessity.

Smoking and Tobacco Product Use

The City of Merced declares a hiring policy, which disqualifies habitual users of tobacco products from eligibility for employment. Employees hired for positions after July 1, 2006 shall not be permitted to habitually use any tobacco products. Failure to follow this policy will lead to disciplinary action, up to and including dismissal.

PHYSICAL DEMANDS

Frequently stand, walk, stoop, kneel, and crouch; occasionally sits; normal manual dexterity and eye-hand 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; operate a personal computer.

WORK ENVIRONMENT

Work is performed both 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.

THE EXAMINATION

Application Review-Qualifying Only: Those applications which meet the minimum qualifications will be submitted to an Application Screening Panel to select a number of the most qualified candidates to continue in the exam process. The panel's selection will be based upon those applications demonstrating the greatest breadth and depth of application training, experience, and education for the position.

Written Examination – Pass/Fail: A job-related written examination will be administered to all candidates meeting minimum qualifications. Candidates scoring in the higher percentile bracket will be invited to continue in the examination process. **WRITTEN EXAMINATION DATE: TO BE DETERMINED**

Oral Interview – 100%: The oral board may evaluate such dimensions as decision making, performance under pressure, flexibility, oral communication skills, and problem analysis. The oral board is conducted to evaluate a candidate's training and experience for the position. The panel will decide which candidate(s) are qualified, based on the oral interview. Candidates must score in the higher percentile bracket to qualify for the employment list. Placement on the employment list will be determined by the candidate's final score. Final selection and appointment will be made by the Department Head and City Manager from the top three candidates on the employment list. **ORAL INTERVIEW DATE: TO BE DETERMINED**

PRE-EMPLOYMENT PROCEDURES

All appointments are contingent upon the successful completion of all parts of a pre-employment check consisting of a medical examination, drug test, background and fingerprint check. Results of the pre-employment check or false statements of material facts may be cause for disqualification, elimination from the employment list or discharge from employment. Employment eligibility verification is required by the Immigration Reform and Control Act of 1986. If you are a U.S. citizen, this may be done with a Social Security card and a valid driver's license. You must have these items or other acceptable documents before you can be hired. All new City employees, at time of appointment, are required to sign up for automatic deposit of their payroll check. The City has a Veteran's Preference System that is available in all open competitive recruitments. Please contact the Personnel Office at (209) 385-6837 or e-mail fierros@cityofmerced.org for a City application form or if you have any questions.

EXAM I.D. #6589-16-10/24/12

The City is willing to make reasonable accommodation in the application and examination process for individuals with disabilities. Requests for accommodation should be made prior to or at the time of application. In compliance with 24 CFR, 8.54 (b), the City does not discriminate in admission or access or treatment or employment in, its federally assisted programs and activities. In addition, the City extends the prohibition of discrimination on the basis of disability established by Section 504 of the Rehabilitation Act of 1973, as amended, to all activities including those that do not receive Federal financial assistance, Deneen L. Proctor, Director of Support Services, is the designated City employee responsible as the City's Section 504/ADA Coordinator. Concerns or comments should be addressed to the Coordinator at (209) 385-6839 or at the TTY telephone number indicated above.

EQUAL OPPORTUNITY EMPLOYER/A.D.A.

****INFORMATION CONTAINED HEREIN IS SUBJECT TO CHANGE WITHOUT NOTICE****