

CITY OF PULLMAN, WASHINGTON

CLASS SPECIFICATION

MAINTENANCE SUPERVISOR

2209

GENERAL PURPOSE:

Schedules, directs, and controls all routine, preventative and emergency maintenance programs in streets, water, and storm and sanitary sewer collection systems by establishing work load and priorities and scheduling and coordinating manpower, equipment, and materials.

CLASSIFICATION SUMMARY:

The principal function of an employee in this class is to supervise the City's public works minor construction, maintenance and repair activities including organizing, directing, controlling and monitoring the Maintenance Division's annual work program. The work is performed under the direct supervision of the Maintenance and Operation Superintendent. Work is evaluated for timely and efficient completion of maintenance programs. Direct supervision is exercised over the work of maintenance workers and seasonal employees. An employee in this class performs the duties of other employees in the City as required or as assigned by supervisory personnel. The principal duties of this class are performed in an outdoor environment, which may involve adverse weather conditions and related hazards.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Organizes, directs, controls, and monitors yearly work program plus routine and emergency repairs for all street, water, and storm and sanitary sewer maintenance functions; develops and monitors department budget and recommends changes to the Maintenance and Operations Superintendent; coordinates with other governmental agencies and contractors on maintenance projects.

Schedules, assigns, directs, motivates, monitors, and evaluates the work of maintenance workers; assesses training needs to ensure successful completion of short- and long-range projects; trains employees on equipment operation, new material installations, and proper procedures; participates in the employee selection process and effectively recommends hiring; conducts staff and safety meetings; reviews and approves employee time sheets; schedules vacations.

Analyzes and solves complex maintenance problems in water distribution system.

Maintains a computerized inventory control system by participating in the bid preparation process and managing inventory programs and record keeping requirements; manages maintenance projects.

Assists the M & O superintendent by obtaining field data, reviewing property damage claims, writing specifications for new equipment and materials, selecting equipment, and preparing annual and capital improvement budgets; obtains price quotes and approves purchase orders under \$500; monitors the performance of contractors on maintenance projects.

Maintains good public relations by informing the public of projects on or near their property and listening/responding to complaints or requests.

Schedules hydrostatic and bacteria testing on new water mains and fire hydrants; conducts pressure tests on new sanitary and storm lines.

Reviews blueprints and specifications and provides recommendations to the engineering division on placement of new water mains, fire hydrants, service lines, and sewer collection mains.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

OTHER JOB FUNCTIONS

Responds to major emergencies such as water main breaks, sanitary sewer backups where property damage occurs, floods and major fires.

Performs manual labor and assists other departments when requested;

Performs other tasks as assigned.

SELECTION FACTORS:

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:

- Procedures, materials, safety procedures, and equipment involved in the installation, repair, and maintenance of water, sewer (storm and sanitary), and street department functions;
- The contents of emergency, routine, and preventative maintenance programs for streets, water, and storm/sanitary sewers;
- Supervisory principles and practices involving work prioritization and scheduling; coordinating manpower, equipment, and materials; employee motivation, evaluation, and training; and employee selection;
- Procedures for purchasing, budgeting, bid preparation, and equipment selection.

Ability to:

- Apply modern supervisory principles and practices to work situations;
- Interpret and apply water, street, and sewer emergency, routine, and preventative maintenance procedures;
- Deal with the public in a pleasant, tactful, and calm manner when listening/responding to complaints;
- Operate, maintain and perform emergency repair on a complex water distribution system;
- Maintain a computerized inventory control program;
- Resolve complex maintenance and operational problems in the water distribution system;
- Read and interpret usage data, accounting data and blue prints and develop reports for operational and reporting activities;
- Establish and maintain effective working relationships with supervisor, subordinates, and the public;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;

- Drive safely as evidenced by a safe driving record;
- Obtain and maintain a Washington State Industrial Safety Card;
- Obtain OSHA Training in Competent Person Requirements for Confined Space Safety;
- Physically perform the essential functions of the job.

MINIMUM QUALIFICATIONS:

(Persons applying for a position of this class should have any combination of the following experience and training.)

Three years of street, water, and sewer (storm and sanitary) maintenance experience including one year of supervisory experience; or any equivalent combination of experience and training. Possession of a valid driver's license and possession of a Washington State Water Distribution Manager 2 and cross connection control specialist certificate and Flagging Instructor Card.

Class A CDL, and City required endorsements, issued by the State of Washington.

TOOLS AND EQUIPMENT USED:

Motorized vehicles and equipment, including dump truck, pickup truck, snow plow, backhoe, street sweeper, jetter/inductor truck, street roller, compressors, sanders, generators, common hand and power tools, phone.

WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

The noise level in the work environment is usually loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Classification: Non-Exempt

Adopted: 1/91

Revised: 9/91, 6/92, 4/94, 6/99, 12/01