



## Maintenance Supervisor

**Class code:** 01091

**Employee Group:** Management/Confidential

**FLSA:** Exempt

**Salary Band:** 6

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### I. Position Summary

Plans, organizes, schedule, supervises, and monitors the daily work of assigned crews engaged in the maintenance, repair, construction, or operation of county owned property, equipment or systems within an assigned area to assure areas or systems are well-maintained and safe.

### II. Supervision Exercised

Acts as a supervisor to various classifications.

### III. Examples of Essential Position Duties

- Coordinates, schedules, and oversees all activities within area of assignment to assure that work is performed efficiently and according to appropriate guidelines, procedures, and regulations. Prioritizes and coordinates work with other departments, staff, and contractors to ensure timely completion of work projects.
- Receives and reviews work orders preparing operational plan for each project; determines manpower, equipment and material needs, working from engineering drawings, blueprints, and specifications; determines the need for and arranges outside vendors or contract work for specialized services needs, maintenance, and repairs as necessary.
- Assigns, supervises, and evaluates the work of assigned staff; advises and trains subordinates as necessary; initiates and implements disciplinary actions; conducts performance appraisals of subordinates; participates in the selection of new employees and makes recommendations regarding the transfer and termination of subordinate employees.
- Develops, recommends, and implements approved policies and procedures to assure effective and safe functioning of assigned activities and compliance with departmental standards and legal requirements.
- Oversees the purchasing and inventory of supplies, fuel, materials, tools, vehicles, and equipment for the department and assures purchases are made in accordance with department and county policies and procedures.
- Assists in the development of bid specifications for equipment purchases and reviews final specifications to assure needs of assigned area of operations are met.
- Assists in the development of the annual budget for assigned operations and in the development and implementation of goals, objectives, and short and long-range plans for the department; monitors expenditures for assigned operations, assuring compliance with approved budget and staffing levels.
- Inspects work in progress and upon completion to assure high quality of work and that standards of safety and legal requirements are being met.
- Supervises the preparation of, or prepares, daily, monthly, and annual summary reports and maintains records of assigned operations.
- Develops and maintains systems and records that provide for proper evaluation, control, and documentation of assigned operations.
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- Serves as a technical resource and responds to, or supervises the resolution of, inquiries, complaints,

or requests for information regarding area of assignment from other departments, private companies, and the general public, providing information within scope of knowledge and authority, or refers to appropriate individual.

- Supervises the response to emergency situations, assuring effective repairs of damaged structures, systems, and roadways.
- Analyzes and recommends improvements, repairs, and/or replacements to existing equipment, materials, procedures, and operations to improve the efficiency and effectiveness of department operations.
- May serve on the department's safety committee or act as safety officer for the department.
- May supervise the county's energy management program, providing training and education to staff to promote energy efficient methods; oversees and/or performs necessary repairs to the automated mechanical HVAC system to assure continued efficient operation.
- May oversee the diagnosis of mechanical, electrical, computerized and hydraulic problems in vehicles and equipment in order to identify necessary repairs, overhauls, and modifications, assuring work is carried out in the most cost effective and timely manner in accordance with department guidelines and standards; participates in the most complex diagnosis / repairs.
- May conduct and coordinate inspections of buildings, security, and energy management systems and other areas of responsibility to assure standards are being met; identifies deficiencies and safety hazards and recommends action to remedy situations; analyzes and recommends improvements, repairs, and/or replacements to existing facilities and physical operating systems.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Working irregular hours is required.
- Performs other related duties as assigned.

#### IV. Knowledge, Skills and Abilities

- Thorough knowledge of materials, methods, techniques, tools, and equipment applicable to area of assignment.
- Knowledge of supervisory principles and practices.
- Knowledge of the hazards and safety precautions of area of assignment and ability to identify and remedy hazards.
- Knowledge of legal and safety requirements, regulations, and laws applicable to area of assignment.
- Knowledge of principles and practices of budget preparation, time keeping, purchasing, and record keeping.
- Skill in the operation of equipment and tools used in area of assignment.
- Ability to plan, organize, and oversee assigned work programs, including monitoring work schedules and evaluating the work of subordinates.
- Ability to read, interpret, and apply blue prints, schematics, and specifications applicable to area of assignment.
- Ability to accurately perform mathematical functions.
- Ability to prepare and direct the preparation and maintenance of accurate written reports,

correspondence, and records.

- Ability to physically perform assigned duties.
- Ability to develop and maintain effective working relationships with other staff, public officials, the general public, and representatives of other agencies.
- Ability to communicate effectively, both orally and in writing.

V. **Minimum Requirements** (Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)

**Education and Experience**

- High school diploma or GED, specialized training in engineering preferred, AND four years of progressively responsible experience in area of assignment, including two years of supervisory or lead responsibilities; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

**Licenses, Certificates and Other**

Valid Oregon State Driver’s License with an acceptable driving record and current First Aid and CPR certification within six months of employment.

**Physical Demands** (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Typically requires driving, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, sitting, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Requires exerting in excess of 100 pounds of force occasionally, in excess of 50 pounds of force frequently and in excess of 20 pounds of force daily to move objects. Requires ability to perceive color, odor, texture and sound. Requires driving and travel.

**Working Environments**

Work is performed both in the office and in the field with exposure to varying weather conditions, traffic, and hazardous conditions at work sites. May include exposure to moving mechanical parts, electrical currents, vibration, fumes, odors, dusts, poor ventilation, chemicals, blood and other body fluids, extreme temperatures, inadequate lighting, work space that restricts movements, intense noise, dust and disruptive people.

VI. **Additional Information**

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management’s decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Adopted: 12/11