

City of Millersburg

CLASSIFICATION: MAINTENANCE SUPERVISOR

Department: Maintenance

FLSA: Exempt

Effective Date: June 7, 2021

GENERAL PURPOSE SUMMARY: This position supervises, plans, coordinates, schedules, and directs the activities related to maintenance and operations of parks, rights-of-way, utilities, stormwater facilities, and buildings, as well as assists in performing related activities as necessary to complete assignments. Position may also function as the City Direct Responsible Charge operator (DRC) for the City's water distribution system and ensure compliance with Oregon requirements, if assigned.

SUPERVISION RECEIVED: Works under the general supervision of the City Manager or Assistant City Manager.

SUPERVISION EXERCISED: Exercises supervision over City Maintenance Assistant and seasonal staff.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES: *The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.*

1. Supervises one or more assigned employees on a recurring daily basis which includes scheduling and assigning work; mentoring, coaching, and training; developing work plans and reviewing work for completion; evaluating performance and providing necessary feedback to employee; setting work standards; imposing or effectively recommending necessary disciplinary action; and making or effectively recommending hiring and termination decisions.
2. Plans, evaluates, and schedules short-term maintenance activities and operations; coordinates weekly job priorities; and assists in the hands-on maintenance activities as needed.
3. Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations. Communicates work schedules to Manager.
4. Orders necessary equipment, parts, and supplies; ensures adequate inventory is available for day-to-day operations and special projects; ensures availability of equipment, parts, and supplies at work sites.

5. Maintains direct contact with contractors in responding to problematic situations and inquiries.
6. Prepares reports, studies, and related information for decision making; maintains and updates computerized maintenance, cost accounting, and other records.
7. Provides leadership and direction in the development of short and long range plans, and strategic plans; coordinates programs, activities, and department or community-wide initiatives with other staff and agencies as needed.
8. Evaluates policies, procedures, and methods of work; recommends improvements and modifications; implements new and/or updated policies, procedures, and objectives; and assists in the oversight of system maintenance and expansion.
9. Assists in budget preparation and reports; effectively recommends budget requests; and prepares cost estimates and submits justifications for requests.
10. Performs other tasks required for support of parks operations and maintenance as needed and assigned.
11. Represents the City of Millersburg by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor. Regard everyone, internal and external, as a customer and deliver the best service possible in a respectful and patient manner.
12. Operates a motor vehicle safely and legally.
13. Assists other staff in the performance of their duties as assigned.
14. Maintains regular job attendance and adherence to working hours.

QUALIFICATIONS & REQUIREMENTS:

EDUCATION AND EXPERIENCE:

High school diploma or GED equivalent; and five years of public maintenance, parks maintenance, or commercial property maintenance experience, including one year of supervisory or lead worker responsibility; or any equivalent combination of education and experience that provide the necessary knowledge, skills, and abilities to perform the essential functions of the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Extensive knowledge of operations and maintenance. General knowledge of: principles, techniques, equipment, materials, and methods used in park construction and maintenance; occupational hazards and safety

requirements applicable to the work area assigned; and basic park system management principles.

2. If assigned, functions as the City Direct Responsible Charge operator (DRC), performs, monitors, and reports a variety tasks in the water distribution system and protects the City of Millersburg's drinking water supply system, to ensure compliance with Oregon requirements.
3. Skill in: planning and scheduling work and evaluating results; evaluating materials and equipment needed; operation of a computer and use of standard office equipment and software; effectively communicating both orally and in writing; and establishing and maintaining effective working relationships with supervisors, subordinates, other City staff, contractors, and members of the general public.
4. Ability to: keep accurate written records and submit detailed written reports; interpret engineering plans, specifications, and standards; supervise and implement a comprehensive operations and maintenance program in the area of assignment; assist in preparing a budget, supervise, train, and evaluate staff, establish and maintain cooperative working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS:

Possession of or ability to obtain a valid Oregon commercial driver's license (CDL), if assigned, within one year of hire.

Possession of or ability to obtain a pesticide applicator's license within 6 months of hire.

Employee in possession of Oregon Water Distribution Certification Level II or higher and assigned to perform as the City Direct Responsible Charge for our water distribution system is eligible for a seven (7) percent wage DRC incentive.

The individual shall not pose a direct threat to the health or safety of the individual or others in the workplace.

In accordance with Human Resources substance abuse policies, incumbents in this position are subject to the City's Drug & Alcohol testing program.

SUPERVISION/LEAD WORK EXERCISED:

This is a supervisory position. This position supervises assigned employees which includes scheduling and assigning work; mentoring, coaching, and training; developing work plans and reviewing work for completion; evaluating performance and providing necessary feedback to employee; setting work standards; imposing or effectively recommending necessary disciplinary action; and making or effectively recommending hiring and termination decisions.

PHYSICAL DEMANDS:

The physical demands described here (including lifting, mobility, movement, manual dexterity) are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In the performance of job duties, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel, and operate objects, tools, or controls; and reach with hands and arms.

The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 60 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.

Manual dexterity and coordination are required 100% of the work period. This is used while operating equipment such as carpentry tools, mechanics tools, chain saws, tractors, pumps, weed trimmers, and other maintenance equipment.

TOOLS AND EQUIPMENT USED: In the performance of job duties, the employee will use a personal computer and various software programs; copier; fax machine; ten key/calculator; phone; various hand and power tools; hydraulic equipment; heavy equipment; motor vehicle; and other related tools and equipment.

WORK ENVIRONMENT/WORKING CONDITIONS:

The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In the performance of the job duties, the employee regularly works near moving mechanical parts and outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually loud.

This position may occasionally be required to work evenings and weekends. Hours worked over 45 in a week shall be paid overtime.