VALLECITOS WATER DISTRICT

MAINTENANCE SERVICES SUPERVISOR

DEFINITION

Under direction, plans, supervises, schedules, and reviews the work of staff performing maintenance related duties including warehouse, fleet maintenance, custodial and minor facility maintenance, and landscaping; coordinates consultants and vendors for agency maintenance and repair projects; makes recommendations for action and assists in policy, procedure, and budget development and implementation; performs related duties as required.

CLASS CHARACTERISTICS

This single incumbent supervisory class is responsible for overseeing maintenance services, such as fleet maintenance, warehouse inventory, custodial and minor facility maintenance work, and landscaping, including supervising assigned staff and coordinating the work of contractors. This class is distinguished from the Operations and Maintenance Manager, which is responsible for all District operations and maintenance functions. It is distinguished from the Mechanical/Electrical Supervisor, which is responsible for maintenance related to water & wastewater equipment and facilities.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Plans, assigns, supervises, reviews, and evaluates the work of assigned staff; provides staff training and development; assists in the selection of staff; reviews work for accuracy and compliance with department standards; studies and standardizes procedures to improve department efficiency; participates in necessary disciplinary actions; writes performance appraisals; ensures high level of customer service; provides assistance to staff in resolving problems; ensures safe work methods are followed and appropriate safety precautions and equipment are utilized; and conducts safety meetings;
- Establishes and oversees the Maintenance Services department, including supervising employees involved in landscaping, custodial and minor facility maintenance work, fleet maintenance, and warehouse inventory; develops, integrates, and implements new and existing procedures into department;
- Identifies department priorities and goals; utilizes program management tools and best practices to meet District needs; assists in the preparation of cost projections for the department budget and monitors expenditures;
- Coordinates facility maintenance contract work with other agencies, manufacturers, vendors, and District staff; inspects projects in progress and upon completion for compliance with scope of work;
- Evaluates work methods and operations; evaluates and institutes changes in work methods and priorities to increase effectiveness and meet department objectives;
- Reviews project status with staff and assigns work orders, making changes based on field observations and operational problems; provides technical advice and assistance on problems and/or unusual situations;
Maintains logs and records; writes a variety of reports and memos on work performed, including work of contractors and vandalism; maintains daily and monthly reports, including solar panel inspections; may submit claims for damage caused from City of San Marcos park system;

Monitors and may perform light facility maintenance tasks; responds to employee requests for maintenance or repairs, assesses facility maintenance issues for complexity and priority; arranges contractors when necessary;

Oversees maintenance of the warehouse and yard; may perform warehouse and inventory duties; properly stores and assists in disposing of hazardous materials; alerts appropriate personnel to hazardous spills; corrects or reports safety hazards;

Estimates labor, material, and equipment needed to complete assignments; orders and approves material requests using CMMS;

Coordinates work with other departments and relevant parties; responds to questions and complaints from staff; responds to emergency situations;

Holds regular meetings with staff to communicate expectations, receive feedback, resolve problems, develop trusting relationships, provide motivation and employee recognition, stay abreast of staff’s work activities, and provide required resources for work;

Operates copiers and a variety of office equipment;

Performs duties in a professional manner and works well with others or in a team setting;

Establishes and maintains cooperative working relationships with co-workers, outside agencies, and the public;

Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;

Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:

- Principles and practices of employee supervision including selection, training, work evaluation, and discipline;
- Principles and practices of budget development and administration;
- Principles, methods, and equipment used in facility maintenance;
- Operation and maintenance of a wide variety of equipment and hand and power tools used in the work;
- Warehousing, inventory, and purchasing principles and practices;
- Relevant occupational health and safety regulations and guidelines; safe work methods and safety practices related to the work;
- Applicable codes and regulations; and work-related computer applications.

Ability to:

- Communicate clearly and concisely, both orally and in writing;
- Plan, direct, and coordinate maintenance services and contracts to meet District needs;
- Select, train, supervise, and evaluate employees; make decisions regarding operational and personnel functions;
- Read and interpret plans, maps, specifications and/or manuals
- Understand, explain, and apply policies and procedures;
- Estimate labor, material, and equipment needs; assist in planning and enforcing a balanced budget;
Respond to emergency and problem situations in an effective manner;
Assist in developing comprehensive plans to meet future District needs/services; develop new policies impacting department operations/procedures;
Deal constructively with conflict and develop effective resolutions; establish and maintain effective working relationships with those contacted in the course of work
Operate and maintain a variety of tools/equipment.

**Education & Experience**

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: high school graduation or equivalent, and; four years of related maintenance experience. At least one year in a lead role preferred. Experience with HVAC, plumbing, or facility maintenance is highly desirable, including overseeing contractors.

**Licenses, Certificates, and Special Requirements**

- Possession of, or ability to obtain, a Class C California driver’s license, and a satisfactory driving record.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employees are regularly required to walk; use hands and fingers to grasp and feel; reach with hands and arms; and talk and hear. Employees occasionally are required to climb or balance; stoop, kneel, crouch, or crawl; and smell. Employees frequently are required to stand and sit. Employees must frequently lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

Environment: Employee regularly: works in office environment; works in areas with major amounts of dust present; exposed to hazardous materials, such as cleaning supplies and fuel. The employee occasionally: works outdoors, exposed to sun and weather conditions; works in confined or cramped positions; exposed to unusually loud sounds; works on slippery surfaces; works with equipment causing minor strain or vibration. Some work done on ladders or surfaces 4 – 12 feet above ground. Infrequent exposure to common allergy-causing agents.

I have reviewed this Job Description with my Supervisor and agree with its contents.

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The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.