



respect - Communication - Integrity - Teamwork - family

## MAINTENANCE SUPERVISOR

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**DEPARTMENT/DIVISION:** Public Works/Facilities Maintenance

**GRADE:** M-3

**GROUP:** Non-Represented

**FLSA STATUS:** Exempt

**EFFECTIVE DATE:** September 12, 2012

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### **SUMMARY**

Under the general direction of the Facilities Maintenance/Street Lighting Manager, this position is responsible for supervising, and as required, participating in the maintenance, repair and construction of City facilities and systems. Emphasis is on the assignment and scheduling of duties and determining that the routine maintenance and repair activities are carried out to meet the objectives of the division. Approximately 40% of the Supervisor's time involves making regular and special inspections of work sites to determine desirable changes in operations and to solve special problems.

The Supervisor is expected to provide leadership for the continuous improvement of staff productivity, quality of services, and accountability by establishing realistic goals, monitoring and adjusting methods, practices or policy, and modeling rCity values.

Performs related duties as assigned.

### **EXAMPLE OF DUTIES**

Duties may include but are not limited to the following:

Direct, supervise, plan and coordinate the work of individuals/crews engaged in the maintenance, repair and construction of City facilities and systems. Systems and facilities will include, but are not limited to: The Waste Water Treatment Plant and all outlying sewer lift pumping stations, Water Division and all outlying well fields, reservoirs and water booster stations, Traffic Signal and Street Lighting systems, Geothermal wells, Heat Exchanger facilities, City snow melt systems and all Public Works buildings.

Coordinate cost and scheduling tasks to ensure that project schedules and costs are consistent and within established budget.

Issues work orders and dispatches individuals/crews as necessary to meet work priorities.

Inspects facilities/systems to determine maintenance schedules and procedures.

Prepare, code, and distribute all invoices to various Public Works divisions per work orders completed.

Reads/interprets work orders, blueprints, diagrams, and sketches; prepares estimates of work materials and costs.

Review plans to ensure all products and materials are installed in City, County, and National specifications.

Estimates and maintains materials, supplies, tools and equipment.

Writes work reports, time reports and material usage reports.

Performs maintenance and repairs to City facilities and systems including plumbing, carpentry, electrical, and related work.

Assists the Facilities Maintenance/Street Lighting Manager in developing and monitoring the divisional budget.

Represents the Facilities Maintenance/Street Lighting Manager in meetings as directed.

## **SUPERVISORY RESPONSIBILITIES**

This is a supervisory position. The employee in this position carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, directing work, evaluating performance, and disciplining employees; addressing complaints and resolving problems.

The employee must be on call 7 days a week, 24 hours a day.

## **QUALIFICATION REQUIREMENTS**

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED) and five (5) years of increasingly responsible experience in facilities maintenance which included one (1) year of lead or supervisory experience.

## **LICENSE/CERTIFICATIONS**

Valid Oregon Driver's License.

State of Oregon Electrical, Carpenter, Plumbing or HVAC Journeyman License.

Oregon Department of Transportation Traffic Signal Inspectors Certification. (Must be acquired within 12 months of hire).

## **PRE-EMPLOYMENT**

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

## **KNOWLEDGE, SKILLS AND ABILITIES**

The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of: the use of equipment, techniques, materials and tools used in the performance of maintenance and repair work; building maintenance and repair methods; procedures and techniques common to building maintenance trades including but not limited to electrical, plumbing, carpentry and painting; applicable statutes, regulations and building codes.

Skill in: communicating technical concepts to technical and non-technical staff in a personable and professional manner; supervising, planning, and coordinating the work of unskilled, semi-skilled and skilled staff. The employee will also possess a working knowledge of the H.T.E. work order system and Microsoft word as well as the Excel program.

Ability to: make recommendations on the cost and effectiveness of projects; interpret an extensive variety of technical instructions in mathematical or diagram form; read and interpret documents such as work orders, diagrams, blue prints, design specifications, statutes, regulations and building codes; technical instructions in mathematical or diagram form; to write routine reports and correspondence; to perform mathematical computations; maintain and prepare records and reports; operate a variety of appliances and equipment (e.g.) back hoe, fork lift, drill motor, skill saw, radial arm saw, sander, airless paint sprayer, wire welder etc.; establish and maintain effective working relationships.

## **PHYSICAL DEMANDS**

The physical demands described here 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 qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to walk; reach with hands and arms; climb and balance; and talk or hear. The employee is occasionally required to sit, stoop, kneel, crouch, or crawl.

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

## **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 qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts and equipment. The employee occasionally works in high precarious places and in outside weather conditions. The employee is occasionally exposed to the risk of electrical shock; fumes and airborne particles; and vibrations. The employee will also be exposed to hazardous materials associated with the Waste Water Treatment facility.

The noise level in the work environment is usually moderate.

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The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

