

## **MAINTENANCE SUPERVISOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This supervisory position is responsible for the maintenance of city owned buildings and also for the operation of the sign department which involves responsibility for supervising and performing the fabrication, lettering, and installation of street signs and painting of street markings. An employee in this class will also be responsible for the routine maintenance of HVAC systems and monitoring the work of contractors. Work is performed under the general supervision of the Superintendent of Public Works. Supervision is exercised over the work of a crew of subordinate personnel and trades people.

### **TYPICAL WORK ACTIVITIES:**

1. Implements building maintenance and renovation projects by scheduling and participating in work assignments and reviewing completed work done by in-house personnel and outside contractors;
2. Supervises and participates in the layout, lettering, painting, and installation of traffic and other signs;
3. Supervises and participates in marking out and painting of center stripes, curbs, and cross walk boundaries;
4. Oversees the coordination of work assignments done by trades people and maintenance personnel;
5. Assumes responsibility for the inventory of materials, parts, equipment and tools;
6. Oversees the maintenance of the HVAC systems in all city buildings;
7. Monitors contracted work, including the cleaning contract to ensure that work is being done properly and efficiently;
8. Marks and numbers vehicles and other equipment;
9. Operates and maintains a stockroom;
10. Inspects installed signs for damage or vandalism and schedules and performs repairs or replacement;
11. Keeps inventory of signs and other materials and requests new supplies as needed;
12. Participates in snow and ice control operations;
13. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the practices, tools, materials and safety procedures used in the maintenance and repair of buildings and equipment; good knowledge of the common practices, tools, terminology, and accident precautions of sign fabrication, installation, and maintenance and street marking; working knowledge of the operation, maintenance and safety procedures of heating and ventilating equipment; ability to coordinate and supervise the work of others; ability to analyze and develop solutions for building maintenance problems; ability to develop material and cost specifications; ability to read and understand diagrams and blueprints; ability to establish and maintain effective working relationships with others; ability to operate a stockroom; ability to follow oral and written instructions; mechanical aptitude; manual dexterity; dependability; initiative; good judgment; physical condition commensurate with the demands of the position.

