

**TOWN OF GILBERT
CLASS SPECIFICATION**

Maintenance & Operations Supervisor

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Maintenance & Operations	B32/C41	Exempt

CLASS SUMMARY:

This class is the fourth level in the Maintenance & Operations series. Incumbents perform supervisory level activities in support of maintenance and operations activities and directives in assigned area of responsibility. Responsibilities include: supervising staff; managing day-to-day operations and activities; participating in the development of unit goals, objectives, policies and procedures; managing inventory; resolving complex customer complaints; and, overseeing regulatory compliance. Supervisors oversee staff, which includes: conducting performance evaluations; coordinating training; and implementing hiring, discipline and termination procedures.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

PERCENT OF TIME

Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.	Daily 100%
Exhibits a service orientation toward internal and external customers and maintains productive working relationships.	Daily 100%
Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a safe working environment; and, making hiring, termination, and disciplinary recommendations.	Daily 20%
Oversees the daily operations of assigned area, prioritizes activities, and ensures quality maintenance and operations that are in compliance with applicable regulations.	Daily 20%
Identifies, responds to, and resolves complex issues and concerns from customers or related to policies, procedures or safety issues.	Daily 15%
Manages inventory and approves purchase orders and requests for expenditures related to tools, parts, equipment, and supplies within established guidelines. Participates in the preparation of specifications and obtains quotes for jobs and equipment in assigned area of responsibility.	Weekly 10%
Oversees and maintains database management systems, files, reports, records according to established guidelines.	Weekly 10%

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Participates in the development and monitoring of goals, objectives, policies and procedures of assigned area. Provides budgetary input and monitoring for assigned area.	Monthly 10%
Performs other duties of a similar nature and level as assigned.	As Required

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:	
Positions assigned to <i>Environmental Services</i> may be responsible for:	
<ul style="list-style-type: none"> • Supervising the collection and disposal of solid waste, bulk trash and recyclable materials; • Ensuring safety procedure adherence at landfill and transfer stations; • Overseeing hazardous waste collection and disposal; • Promoting recycling and reuse programs. 	
Positions assigned to <i>Fleet Maintenance</i> may be responsible for:	
<ul style="list-style-type: none"> • Providing oversight of work flow and fleet vehicle maintenance, repair and welding work; • Determining the need for and disposal of fleet vehicles; • Monitoring fueling site activities, volumes and software functionality. 	
Positions assigned to <i>Parks & Recreation</i> may be responsible for:	
<ul style="list-style-type: none"> • Supervising the repair, maintenance and repair of grounds, turf, plants, trees, sports fields/courts, equipment, structures, irrigation systems and related areas; • Supervising the spray application of pesticides and herbicides; • Enforcing park regulations. 	
Positions assigned to <i>Streets</i> may be responsible for:	
<ul style="list-style-type: none"> • Supervising street maintenance activities including cleaning, patching, sealing, signage, lighting, signals, and other related items. 	
Positions assigned to <i>Water/Wastewater</i> may be responsible for:	
<ul style="list-style-type: none"> • Overseeing of meter reading, installations and maintenance; • Ensuring proper operations of meter reading computers; • Overseeing wastewater quality operations including sampling, storm water enforcement and pretreatment program administration; • Supervising the maintenance, repair and operations of equipment used in wastewater collection, water distribution, water treatment and production; • Providing oversight of project design and construction management for new build and capital improvement projects in water production. 	

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Positions assigned to **Water Quality** may be responsible for:

- Supervising and coordinating operations and activities involving water sampling, laboratory analysis, and regulatory reporting.
- Ensuring high productivity standards and credibility of the Water Quality Monitoring Unit.
- Ensuring compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures in Water Quality
- Ensuring adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.
- Performing customer service and providing assistance and information related to water quality issues; responding to questions/complaints, and initiates problem resolution.

TRAINING AND EXPERIENCE:

Training and Experience required correlates to Band/Grade/Subgrade designation as follows:

B32: High School Diploma or GED, supplemented by college coursework, and 5 years of increasingly responsible experience in assigned area of responsibility, including 2 years of lead or supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

C41: Bachelors degree, and 5 years of increasingly responsible experience in assigned area of responsibility, including 2 years of lead or supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATIONS:

- Valid Arizona Driver's License.

Depending on area of assignment, requires:

- Appropriate Class (A or B) Arizona Commercial Driver's License (CDL), including appropriate endorsements
- Refrigerant Recovery Certification
- Hazardous Waste and Emergency Response Certificate (HAZWOPER)
- Hazardous Material Transportation Certification (HM181)
- National Playground Safety Inspector Certification
- Arizona Grade III Wastewater Collection Operator Certification
- Arizona Grade III Water Distribution System Operator Certification
- Arizona Grade III or Grade IV Water Treatment Plant Operator certification
- Respirator Certification

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KNOWLEDGE OF:

- Supervisory principles, practices and techniques;
- Applicable Federal, state and local laws, codes, regulations and/or ordinances;
- Quality assurance methods;
- Maintenance and safety principles related to assigned functional area;
- Modern office equipment.

SKILL IN:

- Supervising, monitoring and evaluating staff;
- Interpreting and applying applicable laws, codes, regulations and standards;
- Providing leadership;
- Making sound decisions;
- Enforcing safe operations;
- Coordinating work activities;
- Managing projects;
- Scheduling work;
- Utilizing a computer and relevant software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to operating a motor vehicle, moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, blood and other bodily fluids, extreme temperatures, inadequate lighting, work space restrictions, intense noises, travel and environmental conditions such as disruptive people, imminent danger, or a threatening environment.

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WORKING TITLES WITHIN CLASS SPECIFICATION:

Environmental Services Supervisor – B32
Fleet Supervisor – B32
M&O Supervisor - Parks – B32
Park Operations Supervisor – C41
Streets Supervisor – B32
Utility Supervisor - Distribution/Locates – B32
Utility Supervisor - Distribution – B32
Utility Supervisor – Water/Wells – B32
Utility Supervisor – Water Maintenance – B32
Utility Supervisor – Water Plant – B32
Utility Supervisor – WW Lift Stations – B32
Utility Supervisor – WW Collections – B32
Utility Supervisor – WW Recharge – B32
Utility Supervisor – WW Reclaimed – B32
Water Meter Supervisor – B32
Water Quality Supervisor – C41

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASS HISTORY INFORMATION:

*Draft prepared by Fox Lawson & Associates LLC (BS)
Date: (11/12)
Draft finalized by Gilbert Human Resources (TT)
Date: (05/13)*