

MAINTENANCE SUPERVISOR

REPORTS TO: Site Manager

FLSA: Non-Exempt

DEFINITION

Under general supervision provides supervision, direction, and work scheduling for an assigned group of Maintenance Workers, in general District maintenance ensuring proper maintenance and on-going operation of District equipment and facilities. Incumbents perform a wide variety of heavy duty labor and semi-skilled maintenance, repair, and construction work on District grounds, equipment, and facilities. Incumbents may perform specialized assignments in areas such as Landfill Gas Collection Systems, Leachate Collection Systems, and the District's Materials Recovery Facility, including difficult and complex maintenance and operations work. An incumbent in this classification is expected to work unusual shifts, weekends, evenings, holidays, and may be on standby status when required.

ESSENTIAL FUNCTIONS

- Supervise, train, coordinate, schedule, and inspect the work of assigned staff;
- Adjust subordinate work schedules based on weather and emergency maintenance and repair requirements;
- Recommend corrective actions and priorities for maintenance and repair of facilities;
- Review assigned projects and estimates labor, materials, and equipment requirements;
- Maintain an adequate inventory of materials and equipment to accomplish assigned projects;
- Patrol District site, enforcing ordinances and regulations governing use of facilities;
- Oversee special repair and maintenance projects including general facility maintenance, generator and water pump repair, and grounds maintenance;
- Respond to citizen complaints and requests for information;
- Perform a variety of general labor, semi-skilled tasks, and specialized work in the maintenance and repair of District grounds and facilities including basic electrical and plumbing repairs, rough concrete and asphalt work;
- Operate a variety of motorized District operations equipment including trucks, loaders, compactors, water truck, roll-off trucks, backhoes, forklifts, and other specialized equipment;
- Inspect equipment to discover need for maintenance or repairs;
- Identify hazardous materials and determine proper storage and disposition.

May perform other duties as assigned such as: design and layout maintenance plans and construction projects; requisition and purchase materials and equipment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

CLASSIFICATIONS DIRECTLY SUPERVISED:

Senior Maintenance Worker, Maintenance Worker II, Maintenance Worker I and Laborers.

QUALIFICATIONS

Knowledge of:

- General laws, codes and regulations related to facilities maintenance and equipment.
- Methods, procedures, and standard practices related to facility and grounds maintenance, programs, projects, and functions.
- Principles, methods, tools, equipment, and materials used in maintenance, repair, and construction
- Characteristics, operation, and routine maintenance of motorized equipment and vehicles including loaders, trucks, and related equipment.
- Provisions of the California Vehicle Code relating to the operation of medium and heavy equipment and BIT qualified vehicles.
- Work safety methods and programs.
- Proper methods of grounds keeping including planting, cultivating, watering, and fertilizing turf, trees, and plants used on the landfill site; sprinkler system maintenance and repair.
- Principles of supervision, work direction, coordination, training, scheduling, and employee evaluation.

Ability to:

- Plan, organize, direct, coordinate, train, evaluate, and supervise the work of staff involved in the maintenance and repair of the District facilities.
- Coordinate work schedules and priorities.
- Review work activities and operational problems, developing necessary changes.
- Develop, maintain, and update time and equipment usage records.
- Perform a wide variety of skilled work in the site and facility maintenance, repair, and construction assignments.
- Skillfully use and operate vehicles and motorized equipment including loaders, trucks and other equipment, and hand and power tools in the operation of District facilities.
- Perform heavy physical labor requiring strength, dexterity, and agility.
- Perform basic identification of hazardous materials and take appropriate action for storage and disposition.
- Effectively communicate both orally and in writing.
- Provide positive customer service on behalf of the District.
- Establish and maintain cooperative working relationships.
- Apply sound judgment in a variety of circumstances with or without specific instructions.
- Adhere to an assigned work schedule and meet District Attendance Standards.
- Demonstrate continuous effort to improve District facility operations.

Desirable:

- Specialized maintenance and repairs experience in areas of Landfill Gas Collection Systems, Leachate Collection Systems, and a Materials Recovery Facility.
- Previous maintenance experience in the operation of a solid waste facility.
- Principles, methods, tools, equipment, and materials used in maintenance, repair, and construction work in solid waste management operations, a landfill site, and/or a materials recovery facility.
- Methods for identification and disposition of hazardous waste materials.
- Bilingual Spanish

EDUCATION/TRAINING/EXPERIENCE:

Any combination of experience, education, or training that demonstrates the applicant has the leadership competencies necessary to fulfill the job requirements. A typical way to obtain the required knowledge and abilities would be:

Five (5) years of work experience in the maintenance and repair of a public works (landfill) site, buildings, and facilities (comparable to that of the Monterey Regional Waste Management District job classification of Senior Maintenance Worker), OR

An Associates Degree or Military experience and two (2) years of progressively responsible senior level supervisory work experience performing a broad range of maintenance and facilities activities.

Special Requirements:

- Possession of a current California Driver's License issued by the State Department of Motor Vehicles.
- Continued possession of a valid California Driver's license and compliance with established District vehicle operation standards, including on-going insurability to drive District vehicles, are conditions of employment.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory abilities required for this position include:

Frequently stand and walk; sit for extended periods; ability to stoop, kneel or crouch to pick up or move objects; physical ability to perform heavy physical labor; walk for long distances and on sloped ground and uneven surfaces; lift and move objects weighing up to 75 pounds without assistance and heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; ability to operate motorized landfill maintenance equipment such as a roll-off truck, water trucks, and loaders.

Work Environment

Work is performed both indoors and outdoors in varying temperature, weather, and humidity conditions; work is performed in an environment with constant noise; exposure to grease, fuel; oil, solvents, paint, trash, landfill gas and leachate; exposure to moving equipment; exposure to electrical current; may wear special protective clothing and equipment; constant contact with staff and the public.

Incumbent must obtain a California Class B, with appropriate endorsements, as determined by the District, within six months of employment.

ACKNOWLEDGEMENT

I verify that I have received a copy of the job description and I understand the requirements of this position.

Employee Signature

Date

Employee Name – Please Print