



CITY OF RAVENSWOOD ASSISTANT MAINTENANCE SUPERVISOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the Class. Specifications are not intended to reflect all duties performed within the job.

JOB CLASSIFICATION: Supervisor/Administrative-exempt-salary only

SUMMARY JOB DESCRIPTION

Organizes, monitors, and supervises City of Ravenswood equipment maintenance, swimming pool operations, serves as the logistics coordinator, and performs the duties of the Maintenance Supervisor as the Maintenance Supervisor requires.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or May be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

At the direction of the Maintenance Supervisor, the Assistant Maintenance Supervisor may perform some or all of the Maintenance Supervisor's duties listed in numbers 1 through 16 below:

1. Plan, prioritize, assign, supervise, and review the work of staff responsible for city maintenance.
2. Establish schedules and methods for providing municipal maintenance services; identify resource needs; review needs with Mayor and City Council; allocate resources accordingly.
3. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedure ;participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
4. Participate in the preparation and administration of the municipal maintenance budget; submit budget recommendations; monitor expenditures; prepare cost estimates; submit justifications for equipment; monitor budget expenditures.
5. Monitor and control supplies and equipment; order supplies and tools as necessary; prepare documents for equipment procurement; prepare specifications and contracts for contract services.
6. Train or coordinate training in municipal maintenance and safety methods, procedures, and techniques as well develop and operate a risk management program for the maintenance department.
7. Develop and organize preventative maintenance and safety inspection programs for all City infrastructure, facilities and equipment.
8. Coordinate construction projects, remodels, and other special projects.
9. Assist in the preparation of various contracts, requests for proposals, and reports.
10. Choose the most qualified employee for the more technical and complex tasks of the work unit.
11. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of municipal maintenance; incorporate new developments as appropriate into programs.
12. Coordinate with contractors in providing contract services as needed.
13. Answer questions and provide information to the public; attend City Council and other City Committee meetings in the evenings; investigate complaints and recommend corrective action as necessary to resolve complaints.
14. Perform related duties as required.

15. Administer and comply with a union contract for maintenance employees and answer all grievances of the union in a timely manner according to set protocols.
16. Participate in union contract negotiations.
17. Serve as the City Logistics Coordinator including overseeing the purchase of equipment, materials, supplies, and parts; maintaining an inventory of all City equipment and tools along with check-out and check-in procedures where appropriate; overseeing the preventive and routine maintenance of all City equipment; and any other duties assigned by the Maintenance Supervisor.
18. Serve as a Certified Pool Operator (CPO) for the City Pool in accordance with the applicable West Virginia State Law and the West Virginia Code of State Rules; file all forms required by West Virginia State Law and the West Virginia Code of State Rules as CPO; respond to calls for service at the City Pool when required to do so by the Maintenance Supervisor or otherwise; supervise the City Pool Manager and staff during those times when the City Pool is operational; participate in the hiring process for pool staff; conduct personal evaluations of pool staff at the close of the pool season.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of municipal infrastructure, building maintenance, repair, and construction program.

Materials, methods, terminology, equipment and tools used in the maintenance, repair, and construction of municipal infrastructure including water and sewer systems, roadways, bridges, and the like; as well as building structures and systems including those used in performing rough and finished carpentry, plumbing, heating, electrical, mechanical, and painting work.

Principles of supervision, training, and performance evaluation.

Basic principles and practices of municipal budget preparation and administration.

Equipment, tools and materials used in municipal maintenance activities.

Construction and project management principles.

Principles and practices of safety and risk management.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Pertinent local, state and federal laws, ordinances, codes, and rules.

Ability to:

- Read and understand construction drawings, plans and specifications.
- Organize, implement and direct municipal maintenance operations and activities.
- Should have excellent written and verbal communication skills.
- Ability to effectively manage time and meet all specified deadlines.
- Should have good leadership and organizational skills and the ability to motivate team members.
- Critical thinker, enthusiastic and positive approach towards employees and work
- Supervise, train and evaluate assigned staff.
- Interpret and explain pertinent department policies and procedures as well as a union contract.
- Develop cost estimates for supplies and equipment.
- Perform the most complex maintenance duties and operate related tools and equipment.
- Demonstrate tact and diplomacy with the public.
- Develop and recommend systems and procedures related to assigned operations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely*

