

GENERAL MAINTENANCE SUPERVISORDEFINITION

Under general direction, assigns, supervises, and participates in the maintenance and repair of park areas and facilities.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Supervises, plans, schedules and coordinates the activities and personnel of the General Maintenance section. Evaluates and disciplines assigned staff. Plans and schedules work, materials, equipment and labor needs for the General Maintenance section. Performs skilled maintenance and repair work in park areas and facilities including but not limited to welding, pipe fitting, plumbing, masonry, electrical, carpentry and general construction projects. Manages special operations as assigned; manages and follows up on service or replacement of equipment and tool inventory in assigned area. Plans, organizes and implements annual, monthly and weekly maintenance schedules of pumps, backflow devices, lighting repair, etc. Evaluates job orders and assigns work to employees based on evaluation. Supervises lighting, irrigation and sprinkler repair, as well as installation and maintenance of new systems; diagnoses malfunctions and supervises/performs repair of complex electrical equipment and electrical/mechanical irrigation controllers; assists Design section with plan check project inspection and project consultation. Serves as coach/mentor/trainer when facilitating safety tailgate meetings, leading improvement/maintenance projects, participating in TQS improvement projects, etc. Prepares written reports, purchase requisitions, requests for council action, recommendations, and other necessary documents using modern office computer software applications where appropriate. Evaluates and makes recommendations on training and material needs. Manages and follows up on service or replacement of equipment and tool inventory for their division. Responds to customer inquiries, complaints and needs in an expeditious and professional manner. Assists with the preparation of budget proposals and monitors budget expenditures for the section. Understands, promotes and applies Total Quality Service philosophy in the daily performance of job duties. Performs related functions as required.

DISTINGUISHING FEATURES OF THE CLASS

This is the skilled “supervisor” classification in the General Maintenance series. Incumbents provide direct supervision over semi-skilled and skilled General Maintenance Leaders and General Maintenance Workers. This class differs from the general Maintenance Leader in that it is responsible to plan, direct, coordinate, train and oversee the work of General Maintenance Leaders and their staff. This class differs from Senior Park Supervisor in that the latter performs advanced supervisory functions division-wide such as developing and providing mandated and optional safety and skilled maintenance training. This class also differs from the Senior Park Supervisor in that the latter writes agreements and specifications, request for council actions, and administers multi-year maintenance agreements. This class also differs from the Senior Park Supervisor in that the latter assists other agency divisions with duties including but not limited to park and recreation design review, architectural drawing plan checking, special event planning, etc.

RECOMMENDED MINIMUM QUALIFICATIONS

Five years of experience in skilled general outdoor facility maintenance and repair work involving plumbing, irrigation, welding, masonry, electrical and carpentry work, at least two years of which shall have been in a supervisory or lead capacity, and graduation from high school supplemented by college-level courses in industrial arts, park landscape architecture or related; or any equivalent combination of education and experience which provides the knowledge, skills and abilities listed below.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: principles and practices of supervision; public park maintenance, landscaping and related problems; materials, equipment and methods used in the correct and safe maintenance, repair and construction work in general maintenance operations; electrical system design/repair, carpentry, masonry, welding, plumbing, and related; general construction/codes and landscape construction/codes; safety practices as related to tasks assigned; management theories pertaining to Total Quality Service, leadership, motivation, etc.

Ability to: effectively supervise and evaluate the work of others; plan duties and assign work to maintenance personnel; direct and perform varied and technical construction and maintenance work related to park facilities; read and understand directions, construction plans, landscape designs and specification lists including lighting, electrical, grading, demolition, irrigation, planting, etc.; communicate effectively with staff, coworkers and the general public; establish and maintain effective working relationships with the public and other employees.

Skill in: the safe operation of park and building maintenance, repair and construction equipment.

SPECIAL REQUIREMENTS

Possession and retention of a valid California Class C Driver's License is a condition of employment. Desirable qualifications include completion of Total Quality Service training; possession and retention of a class A & B California Vehicle Operator's License; possession and retention of a California Department of Agriculture Qualified Applicator's Certificate; and an Orange County Health Department Backflow Prevention Device Testing Certificate. Must be able to lift and carry objects weighing up to 75 lbs.

SPECIAL WORKING CONDITIONS

Ability and willingness to work any shift, including swing shifts, evenings, holidays and weekends as needed. Willingness and ability to work outside in a variety of weather conditions.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is a highly skilled leader who is able to effectively motivate staff to produce quality work. This individual encourages the development of subordinates and a team orientation to problem resolution, and possesses strong organization and communication skills.

Class title established per Council Resolution No. 89-120,
effective 11/16/89

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