

CITY OF LOVELOCK JOB DESCRIPTION

Department: Public Works
Reports to: Public Works Director
FLSA Status: Non-Exempt

Classification:
Date Council Approved: 11/18/08
Created: November 2008
Last Revised: 3/19

PUBLIC WORKS MAINTENANCE SUPERVISOR

DEFINITION

Under general supervision of the Public Works Director performs a variety of supervisor tasks related to the operation of the wastewater treatment plant, repair of city streets, repair and maintenance of city hall, department of parks and disposal. Assists in sewer line cost estimation, bid writing and budgets.

DISTINGUISHING CHARACTERISTICS

Positions in this class are experienced employees in the supervisory field. Employees in this classification work as a crew supervisor for all city related projects. This position is distinguished from the Public Works Director in that they will answer directly to the Public Works Director. In the absence of the Public Works Director this position may take over all day-to-day operations and decision-making. This classification has higher expectations and responsibilities as a supervisor than that of the Wastewater Worker II and will have a working knowledge of the wastewater treatment plant and the collection system. A wastewater operator certification is a plus for this position.

ESSENTIAL FUNCTIONS: (Performance of these functions is the reason the job exists. Assigned job task/duties are not limited to the essential functions).

1. Serves as a representative of the City of Lovelock, demonstrating professionalism and courtesy towards fellow employees and the public at all times.
2. Performs maintenance of the solid waste collection system.
3. Performs any repairs to public building that the City of Lovelock owns.
4. Assists the Public Works Director on any public works projects as needed.
5. Assists the Public Works Director with budget proposals.
6. Does bid specifications for city projects.
7. Assists in setting goals and priorities for the Maintenance Crew.
8. Maintains records of pre/post inspections and preventive maintenance reports.
9. Performs all pre/post inspections of vehicles and or equipment as used in daily work assignments.
10. Documents and reports any needed repairs to immediate supervisor.
11. Documents all repair orders on vehicles and equipment.
12. Documents repairs and maintenance on all city streets, sidewalks, parks and buildings.
13. Does required safety/job performance training with proper written documentation.
14. Assists in interviews of new personnel and evaluates employees during probation and yearly performance ratings.
15. Performs all duties required of the Maintenance Worker I & II.
16. Follows all safety regulations.

EMPLOYMENT STANDARDS

Knowledge of

Operational characteristics of mechanical equipment and tools used in the assigned area of responsibility; Standard grounds and facility maintenance and repair procedures; Basic labor task such as use of shovel, rake, and basic use of construction tools and materials; Basic Supervisory techniques; Government budgets and spending; Basic elements of English usage and communication.

Ability to

Perform skilled maintenance; construction and repair work in the area of work assigned; Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner in routine situations; Use and operate hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner; Perform heavy manual labor; Work as a supervisor and have good communication skills with other employees. Travel away from duty station for training and/or meetings.

Education and Experience

Four years of any combination of training, education, and experience that provides the required knowledge and abilities for a supervisory position.

Special Requirements

- Must be 18 years of age.
- A valid Nevada driver's license.
- Must obtain/maintain a Class B CDL driver's license within six months of promotion or hired at this level.
- Must obtain/maintain a State of Nevada, Department of Transportation, issued Flagging Certification within six months of hire date.
- Must obtain/maintain a Nevada Restricted Use Pesticide Certificate when next class is available.
- Must receive Hepatitis A & B series of vaccines.
- Must receive a TD Vaccine or have a record indicating last given with 10 years.
- May be required to work irregular hours and/or on call status.

Physical and Mental Requirements:

Level C3: Physical demands include frequent lifting of heavy objects, often combined with bending, twisting, working above ground or on irregular surfaces. Ability to appropriately handle stress and interact with others including, supervisors, coworkers, members of the public, and others. The ability to interact professionally, communicate effectively, and exchange information accurately.

Working Conditions:

Strenuous physical work with continuous exposure to unpleasant elements such as dust, fumes and odors, dampness, raw sewage, noise levels, or outside weather conditions. Occasional work in confined areas.

Employee's Acknowledgement: I acknowledge that I have read the above job description and have received a copy for my records.

Employee's Signature

Date Signed