

# CLASSIFICATION ADDENDUM

## **Job Title:** Maintenance Supervisor

Classification Specification: Associate Manager

Barg Unit: Non

Pay Grade: C45

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

### **Essential Characteristics and Duties Addendum**

The Maintenance Supervisor performs duties supervising the maintenance of assigned vehicle, equipment, facility and/or infrastructural maintenance operations and staff; develops and implements employee training programs; sets work schedules and monitors procedures; oversees and inspects work in the field regularly for conformance to instructions and established work standards; ensures that staff have the necessary materials, equipment, tools, and training to perform assigned duties according to proper methods and procedures; researches, analyzes, and evaluates maintenance issues as assigned; prepares and presents reports to the Department Management Team; develops, administers, and monitors assigned maintenance program budgets; purchases equipment and supplies, develops contract specifications, and coordinates/monitors contractor activities; responds to inquiries and complaints from citizens; recommends maintenance standard and customer service guideline changes; coordinates maintenance activities with other departments and other local agencies; takes lead role in Emergency Incident Command system; prepares reports and correspondence; acts in the absence of the Maintenance Manager, as assigned. Performs related duties as assigned.

### **Qualifications Addendum**

*An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.*

#### **Training & Experience:**

- In the field of maintenance operations, construction management, wastewater collections or related field with progressively responsible experience in the maintenance of public works vehicles, equipment, and infrastructure, including supervisory or lead experience.

#### **Licensing Requirements:**

- A valid Oregon driver's license at time of appointment.

#### **Knowledge:**

- Public works maintenance operations, responsibilities, and methods;
- Pertinent laws, regulations, codes and ordinances that affect public works maintenance operations;
- Emergency management and Incident Command System;
- Statutes and regulations that affect public works maintenance operations.

#### **Skills:** *(Demonstrated skill in performing the following)*

- Interpreting plans and specifications.

<b>Essential Characteristics and Duties Addendum</b>
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<b>Qualification For Grade Progression:</b> N/A
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<b>Physical Requirements Addendum</b>
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Light Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.
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Incumbents typically work in office environment with frequent trips to the field to oversee infrastructure work activities and customer service contact.
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Travel as required.
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Note: Incumbents are assigned on a rotation basis, through the various program areas in the division.
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<b>Addendum History</b>
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2012.01 Created

2014.09 – Revisions by HR

2016.04 – Revisions by HR