



Effective: 14 SEPT 2020
City of Sweet Home
Maintenance Superintendent
Job Description
FLSA Exempt
Non-Bargaining

Approved by: *Ring Young*

MAINTENANCE SUPERINTENDENT

The City of Sweet Home values trustworthy employees with a positive attitude who are willing to offer great service, are committed to customer satisfaction and actively support and uphold the City's mission and values. Professionalism, tact, and strong interpersonal skills are important to be an effective and efficient team member. Day to day responsibilities are unique to each role but contribute to a common direction and a collaborative work environment. Regular attendance is essential for continuity, productivity, and success. Practicing good judgement which exemplifies integrity is essential. Employees are to be responsible and accountable for their work and treat others in a respectful and supportive manner. The City encourages employees to develop themselves professionally and personally.

A. SUMMARY:

The Maintenance Superintendent directs and coordinates activities of workers engaged in the repair, maintenance, expansion, and installation of water distribution and sewage collection facilities, and in maintenance of buildings, grounds, and other facilities by performing the following duties personally or through subordinate supervisors and/or employees.

This position is responsible for assigning; directing and inspecting work performed in the area of street maintenance, parks, vehicle maintenance, building and grounds, and completes related work as required.

B. SUPERVISION RECEIVED AND EXERCISED:

Work is performed under the direction of the Public Works Director who reviews work on the basis of results obtained. Direct supervision is provided to 9-12 employees in the Maintenance Division. The Maintenance Superintendent carries out supervisory responsibilities in accordance with City policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

C. EXAMPLES OF DUTIES: The duties listed here are intended for illustration. The omission of any assignment does not exclude it from the position.

1. Provides first-line supervision such as, assigning and reviewing work and job orders to determine work priorities; evaluating performance; and administering disciplinary action when applicable.
2. Provide verbal and/or written progress reports regarding completed and pending work assignments. Reviews production, quality control, and maintenance reports and statistics to plan and modify maintenance activities.

3. Responds to inquiries and complaints from other departments and the public.
4. Plans, develops, and implements new methods and procedures designed to improve operations, minimize operating costs, and effect greater utilization of labor and materials.
5. Requisition tools, equipment, and supplies required for operations.
6. Inspect field projects to confirm conformance to specifications.
7. Plans methods and sequence of operations to facilitate additions, deletions and modifications to the system.
8. Directs and assists workers in connecting and/or repairing sewer lines and waterlines.
9. Confers with fellow employees to resolve grievances.
10. Prepares department budget and monitors expenditure of funds in budget.
11. Inspects construction of new sewers and manholes to ensure conformance with specifications.
12. Directs workers in cleaning storm, water, and sewer catch basins, repairing broken sewer lines, and replacing worn and damaged parts.
13. Confers with administrative and technical personnel and personnel of other utilities to coordinate departmental activities.
14. Develops preventive maintenance program in conjunction with engineering and maintenance staff.
15. Inspects operating machines and equipment for conformance with operational standards.
16. Reviews new product plans and discusses equipment needs and modifications with design engineers.
17. Directs training and indoctrination of workers to improve work performance and acquaint workers with company policies and procedures.
18. Provides employee training in the areas of safety and/or maintenance of equipment and tools.
19. Confers with management, engineering, and quality control personnel to resolve maintenance problems and recommend measures to improve operations and conditions of machines and equipment.

D. WORK ENVIRONMENT/PHYSICAL DEMANDS

Essential duties require the following physical abilities and work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit at a workstation for extended periods
- Occasional ability to lift, carry, and put away parcels weighing up to 30 pounds each
- Physical stamina to sustain long workdays, including early morning and evening meetings, as necessary
- Physical ability to have access to any and all City facilities sufficient to monitor programs and operations
- This position may work difficult and extended hours

E. ADDITIONAL POSITION REQUIREMENTS:

Ability To:

- Ability to meet qualifications of being designated as "Direct Responsible Charge" of the collection and distribution systems as defined by the state and/or any applicable governing agency.
- Creatively resolve complex issues successfully, effectively communicate, and engender positive interaction with Council, staff, and public is critical to this position

- Exercise independent judgment within established procedures
- Apply policies and procedures
- Effectively communicate clearly, tactfully, and courteously
- Demonstrate strong organizational skills and strict attention to detail and process
- Use database, calendar, word-processing, and other organizational office computer software effectively
- Evaluate, analyze, and review plans, applications, public statutes, contracts, and maps
- Rapidly gather diverse information, formulate conclusions, and clearly communicate them
- Gather and sort relevant information from various sources and records successfully
- Communicate effectively and professionally with diverse audiences, including the public, the Council, and City personnel at all levels
- Resolve conflicts and maintain harmonious working relationships throughout the organization and with other agencies and departments
- Read and write a variety of documents, including correspondence, proposals, and other persuasive and informative materials
- Ability to form efficient and effective working relationships with other employees and the public.
- Assign, direct and coordinate work, and projects.
- Maintain records, compile, and present progress reports
- Interpret plans and specifications and make accurate personnel, material and equipment estimates.
- Assists other staff in the performance of their duties as assigned.
- Maintains regular job attendance and adherence to working hours.
- Operates a motor vehicle safely and legally

Knowledge of:

- Knowledge of appropriate materials, methods, tools, equipment and practices involved in the construction maintenance and repair of Public Works facilities such as streets, water distribution systems, sewer collection, parks, buildings and grounds.
- Knowledge and skill in operation and services of complex power equipment and vehicles used in construction and maintenance.
- Knowledge of mechanics; safety practices and procedures; principles of supervision and personnel practices.

Required Knowledge and Skills

In the performance of job duties, the employee will use a personal computer and various software programs; motor vehicle; calculator; digital camera and/or video recorder; portable radio; phone; copy and fax machines; and other related tools and equipment.

License and Certificate

MANDATORY REQUIREMENTS:

A valid State of Oregon Motor Vehicle Driver's License is required. Ability to gain a State of Oregon motor vehicle commercial driver's license (CDL) is desirable. Certification at Level III Wastewater Collection and Certification at Level II Wastewater Distribution Required, or the ability to gain certifications in a timely manner as dictated by next available scheduling opportunities.

DESIRABLE REQUIREMENTS:

Basic first aid and CPR card

Experience and Education

Bachelor's Degree in Civil Engineering, Public Administration or related discipline or equivalent combination of education and experience that demonstrates the ability to perform the duties in Public Works Maintenance and a minimum of one year experience in maintenance management, construction, or civil engineering or a combination of education and experience that provides the knowledge, skills, and abilities to perform the work.

SPECIAL REQUIREMENTS

The individual shall not pose a direct threat to the health of safety of the individual or others in the workplace.