

BEAR VALLEY CSD

JOB DESCRIPTION

JOB TITLE: GENERAL SERVICES SUPERVISOR
DEPARTMENT: PUBLIC WORKS – GENERAL SERVICES DIVISION
REPORTS TO: PUBLIC WORKS DIRECTOR

JOB SUMMARY:

Under direction of the Public Works Director, the General Services Supervisor oversees the General Services Division. Functions as first line supervisor in daily operations, supervising, assigning, reviewing and participating in the work of staff responsible to implement a variety of Best Management Practices (BMPs) including regulatory compliance, fleet management, facilities management, and asset inventory and management systems to be integrated with the new Geographic Information System (GIS).

DISTINGUISHING CHARACTERISTICS:

Functions as first line supervisor of Mechanic, Maintenance Workers I – II and other professional staff and volunteers within the General Services division, providing leadership in assigned maintenance activities including landscape, vehicle and equipment, and custodial maintenance services; ensuring work quality and adherence to established policies and procedures; and performing the more technical and complex tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED/EXERCISED:

All duties are performed under the supervision of the Public Works Director. Supervises and exercises direct and indirect supervision of Maintenance Workers I – II in the functional areas of Facilities Maintenance, Fleet Maintenance, General Services and Solid Waste, and other professional staff and volunteers.

ESSENTIAL FUNCTIONS STATEMENTS:

Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledge, skills, and other characteristics. This list of duties is illustrative only, and is not a comprehensive listing of all functions and tasks performed by this position.

ESSENTIAL FUNCTIONS

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 agency needs and changing business practices.

JOB TITLE: GENERAL SERVICES SUPERVISOR

The General Services Supervisor is required to perform all of the Essential Functions and to possess the Knowledge & Abilities of Maintenance Workers I - II, as described in the Solid Waste, Facilities, Fleet and Landscape sections of the Maintenance Worker I - II class specification. In addition, the General Services Supervisor shall:

- Employ a systematic problem-solving process to arrive at logical decisions based upon the information available, make proper assignment of personnel and utilize resources effectively
- Confer with other supervisors to coordinate activities of individual divisions
- Ensure operations are compliant with all applicable laws, rules and regulations
- Ensure infrastructure security in accordance with federal, state and local codes and regulations
- Provide ethical leadership and uphold ethical standards by setting an example, and promote the vision and goals of the organization in a focused and systematic manner
- Assist in personnel matters in an efficient, complete, and objective manner; analyze all available evidence and facts to develop logical conclusions; take appropriate actions or make appropriate recommendations
- Complete employee performance evaluations and probationary reports to document and/or correct employee behavior to ensure employee is working at acceptable standards; resolve performance problems by planning and implementing measures to improve employee performance
- Review timesheets to ensure submittals are complete, accurate and on time
- Coordinate formal and informal training programs; keep accurate records to ensure that personnel remain in compliance with regulatory and mandated local, state and federal training and certifications
- Assist in the development and implementation in Division, Department and District goals, policies and objectives
- Assist in budget development and monitoring
- Assist with procurement and requisition approval, including cost estimation
- Coordinate, monitor and inspect the work of contractors and outside service providers
- Keep records; prepare reports, studies and correspondence; present written or oral recommendations
- Meet and work with citizens, community groups, employees and other agencies to identify problems and develop lasting solutions through appropriate practices and programs
- Maintain a flexible work schedule that includes overtime, on-call status, call-backs, nights, weekends, holidays and rotational shifts
- Maintain physical ability and agility to ascend and descend vertical ladder structure and work within a confined space. Ability to wear a full body safety harness while performing assigned tasks
- Establish schedules and methods for providing assigned maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly
- Participate in the development of policies and procedures; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures
- Perform a variety of duties during periods of inclement weather such as snow removal, de-icing, clearing rockslides, storm and flood clean-up, including operation of a snowplow
- Other duties as assigned

EDUCATION, EXPERIENCE & TRAINING

Minimum qualification for this classification include:

Education:

Equivalent to graduation from a U.S. high school or passing score on the General Education Development (GED) exam.

JOB TITLE: GENERAL SERVICES SUPERVISOR

License or Certificate:

Possession of or ability to immediately obtain a current and valid Class C California Driver's License and maintain a clean driving record. Must obtain Class A license with endorsements within 180 days of hire.

Experience:

Five (5) years increasingly responsible experience in building maintenance, facility management, landscape, vehicle maintenance or related activities. Three (3) years of supervisory experience in one or more of the functional areas is preferred.

KNOWLEDGE & ABILITIES

The General Services Supervisor is required to perform all of the Essential Functions and to possess the Knowledge & Abilities of Maintenance Workers I - II, as described in the Solid Waste, Facilities, Fleet and Landscape sections of the Maintenance Worker I - II class specification. In addition, the General Services Supervisor shall:

Knowledge of:

- Local, state, and federal laws, rules and regulations
- Common methods and procedures used in the maintenance and operation of public facilities
- Principles, methods, and techniques of supervision, training, motivation, and performance evaluation
- Methods and techniques of contract administration and project management
- Computerized maintenance management system used in a facility maintenance program
- Principles and practices of fleet management
- Principles and practices of budget monitoring
- Principles and practices of safety management
- Methods of developing and implementing a comprehensive preventive maintenance plan
- Processes involved in the maintenance and repair of a wide variety of equipment and vehicles
- Technology commonly used in the repair and maintenance of equipment and vehicles
- Equipment purchasing and acquisition practices and methods, including vehicle/equipment specifications and replacement factors
- Internal combustion engines, automotive and construction equipment, diesel engines, automatic transmissions
- Methods and techniques used in the adjustment, repair and/or replacement of gasoline and diesel powered vehicles/equipment
- Operational characteristics of maintenance and construction equipment and tools used in the division
- Computerized electronic diagnostic programs
- Preventative maintenance procedures related to area of assignment
- Modern and complex principles and practices of materials and equipment specification and purchasing
- Methods and techniques of safe chemical use, storage and disposal
- Methods and techniques of safe entry and exit of confined spaces
- Use and care of personal protective equipment
- Occupational hazards and standard safety practices and procedures

JOB TITLE: GENERAL SERVICES SUPERVISOR

- First aid principles, practices and techniques
- Basic mathematical principles
- Proper English usage, spelling and grammar
- Office procedures, methods, and equipment including computers and applicable software applications

Ability to:

- Maintain a flexible work schedule that includes overtime, on-call status, call-backs, nights, weekends, holidays and rotational shifts
- Supervise, plan, organize, train, evaluate, and review the work of subordinate staff
- Interpret, explain, and enforce District policies and procedures and all other applicable laws, rules, and regulations
- Respond to community issues, concerns and needs in a tactful and courteous manner
- Analyze a situation or problem and determine a timely and appropriate course of action
- Maintain pertinent records and compile data into written reports
- Read, interpret, review and understand engineering and technical manuals, drawings, blueprints, schematics, diagrams and Safety Data Sheets (SDS)
- Perform heavy manual labor
- Wear and operate self-contained breathing apparatus equipment
- Logically solve problems
- Operate office equipment including computers and supporting software applications
- Adapt to changing technologies and learn functionality of new equipment and systems
- Communicate clearly and concisely, both orally and in writing
- Accept correction and constructive criticism and apply it to performance
- Establish and maintain effective working relationships with all levels of employees and customers
- Perform basic measurements and math calculations
- Develop and implement a comprehensive equipment maintenance program; plan, coordinate and schedule assigned maintenance functions
- Diagnose operating problems and take effective courses of action; conduct research to estimate cost, project time frame, and proper resources allocation
- Schedule maintenance and repairs of equipment, vehicles, grounds, buildings and facilities.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands may include: possession of normally functioning olfactory sensation and normal color vision, balancing, climbing, ascending and descending ladders, driving, heavy physical labor, kneeling, crouching, lifting, pushing and/or pulling of objects weighing 60 pounds or more, making repetitive hand or body motions, running, sitting, speaking, standing, stooping, bending, using hands and fingers, using hand or power tools, walking, working in cramped and confined spaces, working outside and underground; utilizing Personal Protective Equipment per OSHA General Industry Standards 29 CFR 1910. Vision in the normal range with or without correction. Hearing in the normal range with or without correction.

JOB TITLE: GENERAL SERVICES SUPERVISOR

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work environment includes: exposure to water, chemicals, confined work spaces, dust, dirt, electrical hazards, fumes, odors, gases, high or low temperatures, noise, poor lighting, shift work, extended shifts, toxic materials, air contamination, wetness and humidity, vibration, and driving on a daily basis; frequent exposure to high work places; inclement weather conditions which may include extreme cold or heat and exposure to snow, rain, wind, sun, etc.

DISASTER SERVICE WORKER:

In accordance with Government Code Section 3100, District employees, in the event of a disaster, are considered disaster service workers and are required to report for duty and respond accordingly.

FLSA

This is an FLSA Non-Exempt position.