

CITY OF ROMAN FOREST
MAINTENANCE SUPERVISOR
JOB DESCRIPTION

JOB SUMMARY:

Employees in this position perform skilled work in directing Maintenance Workers, alone or as part of a crew, involving street maintenance, building and grounds maintenance, parks and recreation maintenance and custodial work. Responsibilities include overseeing work projects, and operating equipment on streets and parks. Employees are required to perform heavy physical labor in all types of outdoor weather using a variety of tools and equipment. This is a hands-on supervisory position requiring the supervisor to directly assist in the performance of the job tasks of the crew.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervises Maintenance Workers and performs administrative tasks, including:

- provides task assistance to subordinates
- coordinates the work of subordinates, making day-to-day task assignments as required
- ensures subordinates have the necessary supplies and equipment
- inspects equipment and supplies to ensure operational readiness, appearance, safety, maintenance, and compliance with Departmental standards and/or regulations
- ensures subordinates' appearance and dress meets Departmental standards
- conducts, coordinates, and/or supervises the training of subordinates in proper work practices, methods, techniques and procedures; assists in the identification of training needs for subordinates
- gathers work performance data, counsels subordinates on job performance, and conducts periodic performance evaluations
- counsels subordinates on disciplinary matters; takes and/or recommends appropriate disciplinary action for violations of laws and ordinances, policies, procedures, rules or regulations.
- hears complaints and attempts to resolve conflicts among subordinates
- receives complaints from the general public about Maintenance/Public Works services and/or specific employee(s); provides information to complainant, documents the complaint and resolves the complaint or refers it to the appropriate Supervisor
- provides a proper role model for subordinates
- makes recommendations to the City Administrator on employee selection, discipline, termination, or promotion
- completes written logs and reports (such as daily activity report and work orders)

2. Assists with Public Works street repair and maintenance projects, including:

- resurface, repair or patch roadways with hot asphalt or “cold patch”
- install and maintains road signs
- maintain records of all signs installed and/or repaired
- repair sidewalks; to include setting concrete forms, pouring and finishing

3. Performs grounds maintenance and custodial duties at City facilities and on City Rights-of-Way, including:

- mowing grass
- removing litter and debris from roadways curbs, shoulders, medians, sidewalks, and other City rights-of-way
- plant and trim shrubs, plants, and flowers
- clear weeds and brush from City Drainage areas
- empty garbage containers in City Parks area and City Hall
- perform painting and other building maintenance tasks

4. Maintains a safe work area, including:

- place and remove cones, barricades, warning devices, and/or directs traffic at work sites to ensure safety of work crew and public
- cleanup work sites upon completion of job
- pick up all tools and equipment
- secure the jobsite if returning later
- wash vehicles and equipment as needed
- clean up shop areas
- maintain tools and equipment in safe and operable condition

5. Operates heavy equipment and other Public Works specialty vehicles for street maintenance, drainage, lake and park maintenance

6. Performs additional duties, including:

- erect, maintain, and take down Veterans markers and flags, and holiday decorations
- assist other City departments as requested or required, particularly in emergency situations
- perform manual labor, including
 - move or aid in moving heavy boxes or equipment and large bulky objects
 - load and unload heavy materials from truck and other vehicles
 - set up and take down chairs, tables, and platforms at City events and/or City facilities

Essential Duties and Responsibilities of all City Employees:

1. Adhere to all applicable state and federal laws, ordinances, policies, procedures, rules and regulations.
2. Endeavor to continuously improve the services provided to the citizens of Roman Forest.
3. Demonstrate work initiative and positive suggestions for improvement
4. Perform other related duties and functions as directed, or which are readily apparent.
5. Demonstrate good interpersonal communication skills with citizens, co-workers, and supervisors.
6. Work as scheduled
7. Accept and follow instruction, evaluation and correction
8. Demonstrate interest and initiative in learning new techniques and procedures; attends scheduled training
9. Help other employees when needed or asked
10. Assist in training new employees
11. Carry assigned workload
12. Wear acceptable and clean clothing/uniform
13. Demonstrate acceptable personal hygiene and grooming
14. Demonstrate appropriate decision making/problem solving ability
15. Follow chain-of-command

Peripheral Job Duties:

None.

SUPERVISION RECEIVED:

The employee performs work independently under the general supervision of the City Administrator. Work is generally reviewed upon completion.

EMPLOYMENT STANDARDS: Job Description – Maintenance Supervisor

Employees must be at least 18 years of age and must be legally able to accept work in the United States.

Experience, Training and/or Education:

Any combination of experience, training, and education which provides the required knowledge, skills, and abilities to perform the duties and responsibilities of the job will be considered.

Three years of experience in street maintenance, or grounds maintenance work is required.

Experience in a local governmental public works department is preferred.

Experience supervising a work crew is high preferred.

1. Possession of a valid Texas Driver's License is required at time of application.

2. Must be willing to respond to after-hours emergencies and to work overtime

TOOLS AND EQUIPMENT USED:

While performing the duties of this job, the employee uses and operates a variety of safety equipment, hand tools, motorized equipment, motor vehicles, and chemicals, including:

Safety Equipment

Traffic safety vest, gloves, goggles, dust mask, safety shoes, hardhats, and rain gear
Common hand tools, manual hedge clippers, shovel, rake, hoe, pick, mattock, axe, broom, ladders, and tampers

Motorized Equipment

Backhoe, frontend loader, bush hog, tractor, bobcat, chipper, chainsaw, riding and push power lawn mower, weed eater, gas hedge clippers, power saw and compressor

Motor vehicles

Pickup truck and automobiles

Chemicals, Insecticide and herbicides

KNOWLEDGE, SKILLS & ABILITIES: (fully proficient level)

The requirements listed below are representative of the knowledge, skills and abilities (KSAs) required for satisfactory performance of the job duties and responsibilities at a "Fully Proficient Level." Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge:

Knowledge of methods, techniques, materials, tools, and equipment used in the maintenance and repair of streets, gutters, sidewalks, and related facilities

Knowledge of applicable federal and state laws and administrative regulations; city ordinances, and external directives

Knowledge of Department and City policies, procedures, directives, rules and regulations

Knowledge of techniques, materials, tools, and equipment used in the maintenance of grounds and building facilities.

Knowledge of the safe and legal operation of street construction, maintenance and repair equipment.

Knowledge of safe work methods, safety precautions and safety regulations related to street construction and maintenance work.

Knowledge of proper sanitary and safety precautions when handling trash, garbage and other potential hazards

Knowledge of body mechanics necessary to safely lift and move heavy objects

Knowledge of geography, geographic boundaries of the City, road network, traffic patterns, public facilities, and emergency facilities of the City

Knowledge of map formats and symbols used in reading maps

Knowledge of the principles of first aid and CPR

Knowledge of the proper use of insecticides and herbicides.

Skills:

Skill in operation of listed tools and equipment.

Skill in operating manual transmission vehicles

Skill in driving vehicles under routine conditions, including driving in congested traffic, and in unsafe road conditions caused by factors such as fog, smoke, rain, ice, and snow

Skill in properly placing cones, barricades, warning devices, and directing traffic flow at job sites.

Skill in performing heavy physical labor.

Skill in using body mechanics to safely lift and move heavy objects

Skill in the use of proper sanitary and safety precautions when handling trash, garbage and other potential hazards

Skill in basic carpentry, painting, and other maintenance tasks

Abilities:

Ability to maintain effective and respectful communications and interactions with other employees, supervisors, individuals from other organizations, and citizens.

Ability to understand and follow quickly and accurately oral and written instructions.

Ability to work in a variety of extreme weather conditions for extended periods of time. Ability to read, write, and speak standard American English at a level required for safe and satisfactory job performance.

Ability to learn to operate a variety of manual and power equipment in a safe, skillful, and efficient manner

Ability to successfully pass the hiring processes as required for this position

Ability to direct the work of subordinate employees

Ability to give clear and concise oral and written instructions
Ability to prepare and maintain accurate and complete records, logs, and reports
Ability to perform the essential duties and responsibilities of the jobs
Ability to safely and efficiently operate assigned equipment and tools
Ability to be constantly alert and aware of the hazards involved and apply safety practices and principles in reporting and preventing accidents
Ability to carry out duties according to federal and state laws and administrative regulations; city ordinances; Departmental policy, procedures, directives, rules and regulations; and external directives
Ability to apply standard solutions to recurring situations
Ability to observe and analyze situations quickly and objectively and, using good judgment, determine an effective and efficient course of action to be taken with due regard to the task, hazards, situation, and circumstance
Ability to provide information and explanations of the processes and procedures of the Maintenance Department to the public
Ability to handle difficult and emergency situations in an effective, safe, timely and legal manner
Ability to recall and relate details of incidents in order to present information to concerned parties, verbally or in writing
Ability to understand and follow quickly and accurately oral and written instructions and procedures
Ability to read and interpret maps in order to find locations and to give accurate directions
Ability to establish and maintain effective working relationships with a wide range of persons, including supervisors, peers, other city employees, contractors, and the general public
Ability to work effectively as an individual and as a team member
Ability to accept responsibility, acknowledge mistakes, and share successes
Ability to adapt to change and changes in work conditions, and work in an environment of growth and innovation
Ability to problem solve and make decisions
Ability to work varied shifts and overtime as required.

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. Testing and/or evaluation of these requirements may be conducted as part of the selection process. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- frequently required to stand
- frequently walk over rough, uneven surfaces
- frequently required to talk (to convey information, ask questions, etc.)
- frequently required to hear ordinary conversations (such as questions from residents, back-up alarms on trucks, telephone-dispatched calls, and calls for help/of warning from a co-worker, etc.)
- frequently required to balance; push and/or pull; stoop, kneel, bend, crouch
- regularly required to use their hands to finger, handle, feel or operate objects, tools, or controls
- regularly reach with hands and arms
- occasionally required to maintain sustained periods of strenuous physical exertion
- occasionally required to sit; climb ladders or steps,
- occasionally required to crawl
- occasionally lifting of moderately heavy items utilizing proper body mechanics and techniques

- occasionally remain in uncomfortable physical positions
- occasionally work in confined spaces as narrow as thirty-six (36) inches in diameter

The employee must frequently lift and/or move up to 50 pounds, and occasionally assists in lifting and/or moving up to 100 pounds

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must be able to smell smoke, natural gas leaks, and other hazardous odors.

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.

While performing the duties of this job, the employee:

- frequently works near moving mechanical parts
- is frequently exposed to wet and/or humid conditions
- is frequently exposed to operation of equipment which causes loud noise levels and high vibrations
- regularly works in all outside weather conditions involving moderate risks, discomfort, and unpleasantness
- is occasionally exposed to fumes or airborne particles,
- is occasionally exposed to insecticides
- is occasionally exposed to areas of low illumination and/or poor visibility
- occasionally works in high, precarious places
- is occasionally exposed to risk of electrical shock

The noise level in the work environment is usually moderately loud.

EQUAL OPPORTUNITY EMPLOYER:

The City of Roman Forest is an equal opportunity employer (EOE). In accordance with applicable Federal and State laws, the City of Roman Forest does not discriminate on the basis of race, color, religion, national origin, disability, age, gender or other legally protected status or classification, except where dictated by requirements of the job, or within the limits imposed by law.

It is the policy of the City of Roman Forest to provide equal employment opportunity (EEO) for all applicants and employees. This EEO policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer and other terms and conditions of employment.

AMERICANS WITH DISABILITIES ACT (ADA):

The City of Roman Forest, in compliance with the Federal law, will provide reasonable accommodations to qualified individuals with disabilities.