

Class Title: Building Equipment Maintenance Supervisor

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Provides direction to facility and maintenance staff. Plans and schedules maintenance repairs to heavy construction equipment, vehicles, and the asphalt plant. Procures the equipment and materials used for repair. Supervises assembly of snow plows and spreaders on trucks in emergency weather.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Supervises facility and equipment maintenance personnel to include automotive mechanic, welding and carpenter shop, and equipment maintenance by assigning work, planning and scheduling tasks, coordinating repair of unassigned equipment, and providing assistance with emergency weather operations. Responsible for safe operation of fuel station, cleanliness and security of facility.
2	H	Supervises repairs and maintenance of vehicles and equipment by evaluating their condition to determine the repairs needed, and ensuring that all equipment maintenance meets schedules. Coordinates all equipment and vehicle repairs with fleet maintenance.
3	L	Performs administrative duties by researching the availability and price of supplies and materials, purchasing supplies, and keeping daily logs and records on maintenance and safety. Performs annual asset inventory.
4	H	Manages the operation of the asphalt plant by directing repairs to the plant, purchasing all repair parts, and ensuring the availability of raw materials used to make asphalt.
5	L	Responsible for the adherence to the Department of Environmental Quality (DEQ) permits to include Air Quality Permit, Environmental Storm Water Runoff Permit, and UST/AST permit. Ensures accurate and timely completion of all daily, weekly, monthly and yearly inspections and reports required by DEQ

CSC Adopted: October 2001, CSC Revised: May, 2009

CLASS REQUIREMENTS:

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature. Knowledge is generally obtained through advanced study beyond high school, such as a junior college, vocational, business, technical, correspondence schools.
Experience	More than six years experience in repair and maintenance of facilities, vehicles, equipment, machinery and plants: three years in supervision.
Certifications and Other Requirements	Valid CDL Driver’s License; additional duty specific training and certification may be required within six months of employment.
Reading	Work requires the ability to read records, invoices, schedules, general correspondences, memorandums and letters, equipment manuals, work orders and standard operating procedures.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division which may include measurements and conversion rates for asphalt or bulk materials.
Writing	Work requires the ability to write work orders, purchase requisitions, scheduling or planning assignments, daily logs and records on maintenance and safety and data sheets.
Managerial	Managerial responsibilities include planning work orders and supply requests for road and yard crew.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a group of regular employees in a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	On ladders, painting equipment, supervision, observation, inspections, repairs and maintenance
Sitting	O	Computer, desk work, ordering supplies, scheduling
Walking	F	Inter-office, throughout facility, off site
Lifting	O	General supplies, equipment
Carrying	O	Supplies, materials
Pushing/Pulling	O	Equipment assembly
Reaching	O	While cleaning and painting, conducting maintenance or repairs
Handling	F	Supplies, tools, materials, equipment
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	F	While working on equipment, conducting maintenance or repairs
Crouching	F	While working on equipment, painting, conducting maintenance or repairs
Crawling	N	
Bending	F	While working on equipment, painting, conducting maintenance or repairs
Twisting	N	
Climbing	F	While working on equipment, painting, conducting maintenance or repairs
Balancing	F	Ladders and while working on equipment
Vision	C	Computer, desk work, painting, working on equipment, evaluation and inspection of equipment, supervisory duties, reading, ordering supplies
Hearing	C	Telephone, co-workers, staff, meetings, working on equipment, evaluation and inspection of equipment
Talking	C	Telephone, co-workers, staff, meetings
Foot Controls	F	Driving, operation of equipment
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, pay loader, asphalt plant, welding shop, carpenter shop, lawn mowers, mechanic tools, printer, Standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	W	Dirt and Dust	D	Office Environment	X
Chemical Hazards	W	Extreme Temperatures	S	Warehouse	--
Electrical Hazards	S	Noise and Vibration	D	Shop	X
Fire Hazards	S	Fumes and Odors	M	Vehicle	--
Explosives	S	Wetness/Humidity	S	Outdoors	--
Communicable Diseases	D	Darkness or Poor Lighting	S	Other (see 2 below)	X
Physical Danger or Abuse	D				
Other (see 1 below)	N				

- (1)
- (2) Off-site building or equipment

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, safety shoes, ear plugs, eye protection

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)