



## PLANNING AND PUBLIC WORKS MAINTENANCE SUPERVISOR

**Department:** Planning and Public Works

**Job Class:** 919900

**Pay Range:** Professional 08

**FLSA:** Exempt

**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in the class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is responsible mid-level supervisory work directing subordinate front-line supervisors, and/or crews or specific work programs in the operation, construction, maintenance, and repair of roads and bridges, sewer infrastructure, surface water management infrastructure, solid waste infrastructure, ferries, airports, and other facilities and related structures and grounds for Pierce County.

**SERIES CONCEPT:** This classification is responsible for supervising subordinate classifications and works under the general direction and authority of an administrative superior.

### **ESSENTIAL FUNCTIONS:**

- Assign, review and approve the work of subordinate staff and; /or one or more crews of full-time, or extra-hire staff, and contractors to ensure compliance with standards. Prioritize and coordinate work activities, determine work procedures, prepare work schedules and determine methods for expediting workflow.
- Investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional and disciplinary actions; approve leave requests and overtime; provide adequate coverage during staff absences. Conduct employee evaluations and provide workplace expectations and performance feedback to subordinate employees. Document and verbally address minor employee misconduct. Document and make recommendations to administrative supervisor regarding serious and/or repeat employee misconduct.
- Schedule and ensure needed maintenance and repair of construction and maintenance equipment and vehicles are performed.
- Keep records of all work performed as well as equipment maintenance performed and materials used; monitor equipment, tools, and materials utilized on projects; review daily time records for accuracy of information.
- Ensure field staff is complying with applicable safety rules and regulations; review injury reports and recommend corrective actions; inspect work zones and facilities for safety compliance; conduct periodic crew safety and training meetings; and review job site safety checklists.
- Assist in the development, implementation, and monitoring of department functions in order to ensure efficiency, proper tracking, quality and quantity of work standards.
- Participate in the development and updating of standards for training, licensing and certification for the unit. Monitor training programs for assigned staff and adjust schedules as needed to achieve training objectives; verify contracted service providers possess required licenses and certifications, as applicable, within contract provisions.
- Oversee parts and supplies acquisition and disbursement; monitor and recommend approval of purchase requisitions and vouchers.
- Inspect, test, and evaluate new equipment for purchase consideration; design and recommend acquisition of special tools and equipment.

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- Observe work in progress and after completion; ensure compliance with maintenance and quality standards, county code and environmental requirements. Coordinate with engineering staff on engineering design work for maintenance-related projects.
- Visually inspect problem areas in the field and determine materials, staff, and time needed to bring site up to county standards.
- Occasionally, lift equipment or materials weighing up to 50 pounds.
- Maintain regular, predictable and punctual attendance during regular scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform physical requirements of the position. Work within the established working conditions of the position.
- Work a flexible schedule, which may include early morning, evening, weekends, overtime, and may perform 24-hour standby.

#### **OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** The Maintenance Supervisor is responsible for supervision of subordinate staff. Work is performed under the general direction of an administrative superior. Work performed is evaluated and monitored through reports, discussions, and upon completion of assignments.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential job functions. Work is performed in an office and out in the field at various job sites. Travel to various work location, job sites, or meeting locations is frequent. Attendance at meetings or outside of normal schedule may be required. Field work may require exposure to hazardous conditions such as heavy traffic, wind, rain, snow or ice conditions.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions. Physical requirements include: travel to attend meetings away from regular work site or to inspect various job site locations; finger dexterity to use and operate a personal computer and other related office equipment; communication both verbally and in writing. There is sitting, walking, and lifting or carrying equipment or materials weighing up to 50 pounds. Use of sight and hearing when observing or monitoring work out in the field. Extended periods of concentration and sedentary work is required.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

##### **Knowledge of:**

- Operation, maintenance and repair of elements of roads, sewers, ferries, airports, surface water management infrastructure, solid waste infrastructure, facilities and related structures and/or grounds.
- Equipment, materials, procedures, and methods used in the maintenance and operation of infrastructure.
- Asset management systems and how to use information to management resources.
- Principles of supervision.

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- The occupational hazards and safety precautions applicable to the work.
- Training, licensing and certification standards for general and specialized maintenance and operations programs.
- Applicable work standards, codes, environmental requirements and Endangered Species Act requirements.
- County purchasing procedures and policies.

#### **Skill in:**

- The use and operation of personal computer and software applications. The use of job-related systems software, spreadsheet software and computers at the proficient level.

#### **Ability to:**

- Supervise, plan, assign, and evaluate the work of a number of full-time, part-time and temporary personnel.
- Conduct employee evaluations. Provide leadership; coaching; and effective and candid performance feedback to subordinate employees.
- Understand and perform mathematical computations up through algebra.
- Read and understand engineering design plans.
- Utilize maintenance management systems to develop reports and plan work schedules.
- Understand, interpret and apply county, state and federal regulations as related to specific infrastructure and services.
- Perform/check construction survey staking.
- Utilize computers and software applications.
- Complete neat and accurate records.
- Communicate effectively orally and in writing with subordinate employees, other County employees, and the general public.
- Deal courteously and tactfully with the public.
- Plan, direct, and coordinate the work of subordinates, and to manage resources.
- Work outdoors for extended periods of time under unfavorable weather conditions.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

**MINIMUM REQUIREMENTS TO APPLY:** Four years of progressively responsible work experience related to infrastructure maintenance which includes lead or supervisory experience is required. Related vocational training or education may substitute for up to one year of experience

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**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** A valid Washington State Driver's license is required. A CDL is desirable. Satisfactory physical condition, as evidenced by a County-approved physical examination, may be required prior to appointment to this position.