CLASS SPECIFICATION
Raceway Maintenance Supervisor

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under direction, plans, organizes, supervises and evaluates the work of skilled and semi-skilled personnel engaged in the maintenance and repair of the Portland International Raceway, including the motor sport racetrack and associated structures and facilities; plans and supervises the maintenance, rehabilitation and preservation of natural and environmental areas contained with the boundaries of the PIR; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

With direction from the Raceway Manager, this single-incumbent class plans, coordinates, supervises and inspects the work of City personnel and contractors engaged in the construction, maintenance and repair of the City's motor sports raceway facility and the protected environmental areas contained within its boundaries. The incumbent is responsible for implementing the unit's goals, objectives and work plans, supervising staff and directing day-to-day activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve division mission, goals and performance measures; participates in developing and monitoring performance against the biennial division budget; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.

2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions.

3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Coordinates with event promoters, concessionaires, advertisers and motor sports sanctioning bodies (such as CARD or NASCAR) regarding their requirements for advertising, safety features, temporary structures, or other aspects of the racetrack's physical design or maintenance.

5. Plans, lays out, schedules, inspects and evaluates the work of skilled and semi-skilled personnel engaged in the construction, maintenance and repair of the Portland International Raceway and related structures and facilities, including spectator bleachers, viewing platforms, restrooms, fences and concession facilities.

6. Plans and supervises the maintenance of a high-speed asphalt racing track and its related facilities, such as concrete barriers, safety fences, guardrails and vehicle service areas, in compliance with relevant safety regulations and guidelines.

7. Ensures the gate erection and disassembly of a wide variety of temporary structures used for racing events.

8. Ensures spectator and visitor restrooms are maintained in a clean and sanitary condition; ensures food concession facilities are maintained in compliance with relevant health code provisions.

9. Regularly inspects the racetrack and related facilities to ensure compliance with relevant codes, regulations and policies and to identify maintenance needs.

10. Plans, organizes and supervises the maintenance and upkeep of protected wetlands and natural resources contained within the PIR boundaries; supervises the control of nonnative and noxious plants within protected areas; monitors protected areas to ensure compliance with the City's Erosion and Sediment Control code; supervises the replacement of degraded plants with native species, and oversees maintenance of the PIR side of a flood control dike.

11. Participates in the development and implementation of short- and long-range work plans and specifications for projected projects.

12. Estimates labor, material and equipment requirements for assigned work and projects; requisitions parts, tools, equipment and material for assigned work and projects.

13. Responds to citizen complaints or inquiries by phone or in person.

14. Coordinates the work of the unit with other staff, divisions, bureaus and agencies; meets with other staff, divisions or bureaus.

15. Coordinates with state, federal and drainage district authorities regarding the application of environmental regulations, dike maintenance requirements and development code requirements.

16. Ensures compliance of the unit's activities to pertinent codes, regulations and guidelines.

17. Inspects the work of City personnel and contractors to ensure compliance with policies, specifications, standards and contract provisions.

18. Provides technical assistance to staff and others regarding the maintenance and care of landscaped areas and related facilities.

19. Determines and directs the application of fertilizers and pesticides.

20. Prepares and submits regular operations and maintenance reports.
21. Carries out the City's safety program for the division; ensures assigned personnel follow safety practices in work methods and procedures; educates assigned personnel on rules, regulations, codes, safe work habits and potential hazards presented by their work environment.
22. Maintains and updates written manuals and instructions.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Methods, practices, techniques, tools, material and equipment used in the construction and maintenance of large landscaped areas and related structures and facilities.
2. Principles and practices of effective employee supervision, including training, work evaluation and discipline.
3. Safety practices and equipment relating to the work.
4. Codes, ordinances, regulations and guidelines pertaining to the work.

Ability to:

1. Plan, organize, supervise, assign, inspect, and evaluate the work of others.
2. Supervise and direct a large maintenance program.
3. Select, motivate and evaluate staff and provide for their training and development.
4. Analyze complex operational problems, evaluate alternatives and recommend or adopt effective courses of action.
5. Develop and implement work standards.
6. Prepare clear and concise records, reports, correspondence and other written materials.
7. Exercise independent judgment and initiative within established guidelines.
8. Establish and maintain effective working relationships with those encountered in the course of the work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and six years of journey-level experience in the construction and maintenance of landscaped areas and related structures and fixtures; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

1132 FACILITIES AND MAINTENANCE SUPERVISOR 07-01-92

Adopted: 07-01-92; Revised 06-25-93; Revised 08-15-95 (Added Irrigation specialty)
Class created as a result of Nonrepresented Classification & Compensation Study, 1991-92.
This class is composed of the following classes: 4351 Racetrack Maint. Spec. Revised 12-18-84

June 2009 - Change Job Class number from 7855 to 30000766, due to system change.