

City of Portland

CLASS SPECIFICATION
MAINTENANCE SUPERVISOR I

[CLASS CODE]

[ESTABLISHED DATE]

CLASSIFICATION SUMMARY

Reports to a Manager, or other management- or executive-level position. Under minimal supervision, responsible for supervising the maintenance, repair, and cleaning of City facilities, public works, streets, sewers, water distribution infrastructure, raceway, parks and public spaces, streetcars and linear track, and related assets and infrastructure.

Responsibilities include: assigning and supervising the day-to-day workload of staff; ensuring the tasks and duties assigned to staff are performed and completed within well-established guidelines; overseeing staff activities to ensure achievement of organizational unit goals and objectives; implementing, coordinating, and supervising unit programs, functions, and personnel resources; ensuring critical unit functions are completed.

DISTINGUISHING CHARACTERISTICS

Maintenance Supervisor I is first of two classifications within the Maintenance Supervisor series.

Maintenance Supervisor I is distinguished from Maintenance Supervisor II in that the latter directly supervises a larger group of assigned positions, including one Maintenance Supervisor I.

Maintenance Supervisor I is distinguished from Supervisor I in that the former supervises those who perform maintenance work within well-established guidelines.

ESSENTIAL FUNCTIONS

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Assess, identify, and schedule maintenance and repair of assets in assigned organizational unit.
2. Conduct regular inspections to ensure safety, City code, and regulation compliance; evaluate facility, systems, equipment, and infrastructure conditions. Facility systems includes heating, ventilation and air conditioning (HVAC), plumbing, electrical, lighting, and water distribution. Equipment includes streetcars, parking meters, and streetlights. Infrastructure includes sewers, streets, and linear track.
3. Assess and evaluate the daily care and maintenance of facilities and other City assets; ensure routine maintenance and repair tasks are performed for all public facilities overseen by the unit.
4. Ensure staff follow City, Occupational Safety and Health Administration (OSHA), and Bureau-/Office-specific safety rules and guidelines; educate staff on rules, regulations, codes, and hazards in the work environment.
5. Recruit, hire, schedule, assign work to, and supervise staff, including highly skilled tradespeople, volunteers, and casual/seasonal employees.
6. Assist with oversight related to performance requirements and personal development targets for staff; provide instruction for performance improvement and development, evaluate performance and complete annual performance reviews; recommend discipline as necessary.

7. Lead, supervise, assign, and coordinate the work of staff; provide assistance to the unit; create a positive and supportive work environment; promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.
8. Create standard practices, policies, and procedures for day-to-day operations of assigned unit, program, project, or tasks; establish goals and direction and communicate expectations to staff.
9. Assist in the planning, development, implementation, and administration of unit and Bureau/Office programs, facilities, and projects.
10. Ensure that critical unit functions are completed, and tasks and duties assigned to staff are achieved within schedule and budget, or progressing as scheduled.
11. Communicate the status of programs, projects, and tasks with Bureau/Office management, other related units, and the public, and make recommendations and adjustments.
12. Review and process permits, contract-related documentation, and other required documentation.
13. Update and maintain databases and reports, and use data to guide and inform decision making.

Specific Duties:

In addition to the General Duties, the incumbent may perform a combination of some or all of the following duties specific to the position.

1. Prepare and submit reports, spreadsheets, forms, written materials, and work orders.
2. Serve as emergency and on-call responder to respond to urgent and emergency situations; determine appropriate action.
3. Assist in the development and administration of unit's budget; analyze costs of programs, projects, and staff.
4. Work with event promoters, concessionaires, user groups, motorsports clubs, and sanctioning bodies regarding requirements for safety, temporary structures, fencing, and other aspects of the racetrack, buildings or grounds. Schedule staff, materials, and equipment to accomplish user needs.
5. Supervise confined space entry team; train staff on team; ensure equipment conforms to OSHA confined space rules.
6. Prepare and review specifications and drawings for proposed projects; estimate labor, material, and equipment requirements; evaluate projects in terms of cost and program goals; allocate funds and resources.
7. Administer the asset management system; create users, set access levels, and train users; enter, modify, and maintain asset data in system; schedule recurring maintenance items.
8. Supervise dispatch employees responsible for sending out maintenance crews.
9. Maintain building records, including schedule of operations, blueprints, and warranties.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under minimal supervision by a Maintenance Supervisor II, Manager, or other management- or executive-level position.

Directly supervises a minimum of four (4) employees.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Knowledge of relevant federal, state, and City laws, statutes, ordinances, regulations, policies, and procedures that pertain to the assigned organizational unit, with the ability to interpret and apply them.
2. Knowledge of principles, practices, and techniques of maintenance, repair, construction, and operation of assets and facilities relevant to the assigned unit.
3. Knowledge of Occupational Safety and Health Administration (OSHA), City, and Bureau-/Office-specific safety related requirements, policies, and procedures.

4. Knowledge of the requirements of public facility and asset maintenance, maintenance practices, safe care, and use of equipment.
5. Knowledge of principles and practices of leadership, business communication, public administration, program evaluation, and fields related to the mission and purpose of the assigned organizational unit and Bureau/Office.
6. Knowledge of principles and standards of employee supervision, including training, scheduling, and performance evaluation.
7. Knowledge of fundamentals and methods of planning, organizing, and allocating work to staff.
8. Ability to maintain and repair facility assets and systems such as irrigation, electrical, HVAC, and plumbing systems.
9. Ability to supervise and direct a diverse staff of skilled tradespeople and non-technical staff.
10. Ability to supervise a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
11. Ability to establish and maintain effective working relationships with management, staff, members of the community, and others encountered in the course of work.
12. Ability to communicate effectively both verbally and in writing; present information, reports, and recommendations clearly and persuasively.
13. Ability to make independent, logical, and informed decisions within established policies and procedures that influence the daily operations of the organizational unit and work of staff.
14. Ability to utilize City-specific technology and general office software.

MINIMUM QUALIFICATIONS REQUIRED

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education/Training: High school diploma or GED;

AND

Experience: Three (3) years of journey-level experience in the field of the assigned organizational unit.

Special Requirements and/or Qualifications:

Specific licensure or certification in the appropriate field may be required for certain positions.

A valid state driver's license may be required for certain positions.

College-level coursework in relevant field may be required for certain positions.

Preferred Qualifications:

Bachelor's degree in a related field (e.g. horticulture, construction, engineering, or maintenance) may be preferred for certain positions.

Experience in a supervisory role.

Minimum Salary: xxxxx per [pay period, month, annual]

Maximum Salary: yyyyy per [pay period, month, annual]

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: