

MAINTENANCE SUPERVISOR

Job Code	Pay Grade
17175	CL17

Nature of Work

This is administrative and supervisory work coordinating multiple utilities field maintenance and repair crews. Employees in this class plan, direct, and supervise utilities operations in a designated area of the county. Duties are highly independent in nature and require a large amount of public contact and coordination with other governmental entities. The incumbent reports to a division supervisor, unit supervisor or designee.

Minimum Qualification Requirements

- Possession and maintenance of a valid Level 2 Water Distribution System Operator License or a Florida Water and Pollution Control Operators Backflow Prevention Assembly Testing Certification (depending on area of assignment) plus 5 years of supervisory experience in public works or utilities construction, maintenance or major repair; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate may be required to perform manual labor for extended periods occasionally in adverse weather conditions.
- Appointing Authority may also require incumbent to obtain and retain other job related credentials or certifications.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to the position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Plans, organizes and directs multiple field crews and assigned equipment performing utilities system construction, maintenance, and repair.
- Coordinates with other agencies, departments and division units or sections to ensure proper support activities or joint projects are accomplished.
- Assists in the preparation and administration of section operational budget.
- Prepares project cost estimates, orders or requisitions material and equipment to facilitate repairs.
- Makes personal contact with public and private citizens within area of operations in order to resolve complaints or provide information.
- Ensures that adequate amounts and types of equipment and materials are available for project completions and constantly monitors and checks safety practices and procedures.
- Responds to emergency calls and situations as needed or directed.
- Completes work related reports and/or maintains operation and maintenance logs.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of engineering practices and techniques as applied to public utilities construction, maintenance and repair.
- Knowledge of types and uses of a wide variety of major public works equipment.
- Knowledge of facility, inventory, machinery and public works equipment maintenance.
- Ability to apply computer applications and software.
- Ability to plan, organize and direct multiple field crews and analyze and evaluate completed work projects.
- Ability to establish and maintain effective working relationships with other governmental agencies and the public.
- Ability to understand construction plans and prepare varied reports, responses to inquiries and evaluations.

For official use only

Revised	EEOC Code	Overtime Code
1/16	Service Maintenance	Classified