

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Maintenance Supervisor</u>
Sch & Grade	<u>CTL-14</u>
Class Code	<u>GN05</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Maintenance</u>

**PRIMARY PURPOSE:**

Serves as Maintenance Supervisor in the Public Works Department or Environmental Services Department. Plans, supervises, directs, and coordinates the reconstruction, maintenance, and repair of streets and alleys, waterways and the sewer collection system.

**SUPERVISION:**

Under the general supervision of the Superintendent of Streets or Collection System Supervisor. Supervises a large number of technical personnel.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Supervises, directs, and coordinates the work of employees engaged in the reconstruction, maintenance, and repair of streets and alleys, waterways and sewer collection system.
2. Plans, determines, prioritizes, and schedules a variety of street or sewer maintenance programs.
3. Instructs crew regarding methods or procedures to utilize for different projects including seal coat surfacing, concrete repair, asphalt paving or sewer repairs.
4. Contacts, responds, and meets with the public regarding problems and/or complaints that apply to street maintenance activities or sewer operations activities.
5. Coordinates street maintenance or sewer maintenance work with other City departments, contractors, City Utilities, etc.
6. Prepares and maintains required records and reports including payroll, inventory, project status, cost of repairs, etc.
7. Reads and interprets blueprints and other construction drawings for a variety of maintenance projects.
8. Prepares cost estimates for quantities of materials and maintains an adequate supply for scheduled work.
9. Insures that all street maintenance or sewer maintenance work is done in accordance with required standards and construction practices.
10. Completes performance evaluations, recommends and implements necessary disciplinary action, and participates in and makes recommendations regarding hiring decisions of crewmembers.
11. Provides training and instruction in equipment operation and insures that appropriate equipment is utilized for specific projects.
12. Utilizes computer applications for inventory, word processing, asset management, etc.
13. Drives vehicles such as pick-up trucks to different work sites.
14. Insures that crewmembers follow proper safety procedures and that all equipment is kept in safe working order.

**IMPORTANT FUNCTIONS:**

1. Performs office administration tasks such as copying, filing, faxing, etc.
2. Drives vehicles such as pick-up trucks to different work sites.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Principles, procedures, methods, and equipment involved in street maintenance or sewer maintenance programs principles and practices of supervision and personnel management.

**Abilities**

Plan, organize, and supervise the maintenance of streets or maintenance of sewer operations; read and interpret blueprints as well as other construction drawings; follow oral and written instructions; communicate effectively both verbally and in writing; utilize discretion and sound independent judgment regarding matters of significance; utilize appropriate computer software applications; makes responsible decisions and recommendations; maintain records and prepare reports; deal effectively and courteously with associates, outside agencies, vendors and the general public; present an overall professional image; perform the essential functions of the job without posing a direct threat to the health and safety of others; model and promote acceptance and respect for differences among employees and citizens; performs effectively as a member of the team in carrying out the City's stated mission and philosophy.

**Experience, Education, and Training**

A minimum of four years of responsible experience in street maintenance or sewer operations, or equivalent, in the maintenance and repair of public infrastructure with at least one year in a crew leader or supervisory capacity.

**Physical Requirements**

Performs bending, squatting, climbing, and reaching both to ground level and overhead; must be able to hold and grip objects. Possess ability to operate a computer keyboard and/or mouse.

**Working Environment**

Both indoor and outdoor working environment with exposure to dust and pollen; subject to a variety of extreme weather conditions; susceptible to mechanical hazards associated with light and heavy equipment as well as other safety hazards associated with working in and around high volume traffic; may be exposed to constant or extreme noise and fumes/odors.

**Licensing/Certification**

Must possess a valid Missouri Motor Vehicle Operator's License.

**Miscellaneous Requirements**

Subject to emergency call-in.

<b>Last Revision:</b>	February 13, 2012	<b>GENERAL ORDINANCE NO.</b> 2282
<b>Comments:</b>	Updated Abilities	<b>Date:</b> May, 1974

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_