



Salt Lake County Job Description
Area Maintenance Supervisor

DEPARTMENT: Community Service
JOB CODE: 508 **GRADE:** 13
SAFETY SENSITIVE: No

DIVISION: Parks/3630
FLSA STATUS: Non-Exempt
EFFECTIVE DATE: 07/28/2015

JOB SUMMARY

Supervises and coordinates the daily operations involving areas of maintenance.

MINIMUM QUALIFICATIONS

Five (5) years of experience related to these duties, of which one (1) year must have been in a supervisory capacity; OR an equivalent combination of related education and experience. Supervisory experience cannot be substituted for education.

Must receive a verified negative test result on a mandatory drug test before starting in this position.

Possession of a valid commercial driver's license with appropriate endorsements.

Possession of a current DOT Medical Card at the time of hire

Will be subject to random alcohol and drug testing.

May be subject to post accident and reasonable suspicion alcohol and drug testing.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Identifies maintenance projects and repairs and assigns staff needed to accomplish tasks encountered
- Prioritizes and schedules projects with staff for maintenance and repair of venues or facilities as needed
- Monitors efficiency and quality of work performed by staff
- Inspects facility conditions and equipment for potential hazardous and unsafe conditions
- Provides staff with essential supplies, materials, tools and equipment to properly accomplish projects or work assignments
- Responds to emergency calls on a 24-hour basis
- Applies skills necessary to safely operate all types of equipment for construction and maintenance of assigned tasks

- Supervises full-time and seasonal staff and monitors work related safety practices
- Prepares annual performance evaluations for merit staff
- Interviews, hires and terminates full-time and seasonal employees
- Inventories and purchases supplies and equipment in accordance to Salt Lake County purchasing policies and procedures and in line with the annual spending plan
- Monitors budget and performs fiscal management and review
- Identifies and provides training for subordinate staff

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Principles and techniques of management and supervision
- Payroll and time keeping principles
- Modern office software and equipment

Skills and Abilities to:

- Operate a variety of small tools and equipment needed to perform tasks
- Organize daily work load and staffing
- Supervise, train, evaluate, and direct the work of assigned staff
- Communicate effectively with staff and other co-workers
- Solve maintenance questions and other problems of concern regarding staff issues
- Solve problems relating to areas of construction of projects
- Prepare and maintain records and reports
- Establish and maintain effective work relationships with management staff, subordinates and the general public
- Work independently with minimal supervision

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This position may require extensive physical labor —lifting, pushing, pulling, and carrying objects over 50 pounds (occasionally up to 100 pounds with some assistance); kneeling, bending, sitting and standing. The work may involve constant exposure to extreme weather conditions, dirt, dust, heat, cold, chemicals, smoke, and/or loud noises.

IMPORTANT INFORMATION REGARDING THIS POSITION

On call 24-hours, be available on weekends and holidays as needed, Must have a valid driver's license to operate County vehicles

Revised Date/Consultant's Initials: 07/28/2015 AB