



## Salt Lake County Job Description

### Area Maintenance Supervisor

**DEPARTMENT:** Community Services

**DIVISION:** Parks/3630

**JOB CODE:** 508 **GRADE:** 013

**FLSA STATUS:** Non-Exempt

**SALARY PLAN:** TRD

**EFFECTIVE DATE:** 07/28/2015

**SAFETY SENSITIVE:** No

#### **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. Will be subject to random alcohol and drug testing. May be subject to post accident and reasonable suspicion alcohol and drug testing.

Must possess a valid Class B Commercial Driver's License (CDL) with appropriate endorsements at the time of hire to operate a Salt Lake County vehicle.

Must possess a current Utah Department of Transportation (UDOT) Medical Card at the time of hire.

#### **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; 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 staff, which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisals, and discipline.
- Monitors work related safety practices.
- 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.

### **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**

Must work rotating shifts and assignments and is subject to call-out 24 hours a day. May be required to work holidays, nights, and weekends as needed.

Revised: 01/16/2017/MB