

YAKIMA COUNTY, WASHINGTON
CLASS SPECIFICATION
CLASS TITLE: Maintenance Supervisor

BAND: B	GRADE: 2	SUBGRADE: 6	CLASS CODE: J23-7226
DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	JOB FAMILY: Facilities	OVERTIME STATUS: Non-Exempt

JOB SUMMARY: The Maintenance Supervisor performs supervisory and coordinating activities related to maintaining County facilities, parks, landfills, or other property.

DISTINGUISHING CHARACTERISTICS:

Maintenance Supervisor is the fourth level of three level journey maintenance classification series. The Maintenance Supervisor class is distinguished from other maintenance classifications by duties which include supervision of other skilled maintenance employees. This is an operational supervisor classification distinguished from professional and management level maintenance classifications by the higher-level decisions made at the professional and management levels.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample: (Position assignments may vary.)	BAND/ GRADE
1	Supervises subordinates; prioritizes, assigns, and monitors work; evaluates performance; recommends and implements decisions regarding employee selection and discipline; ensures resources are available for operations and trains and/or cross-trains staff.	B3
2.	Supervises day to day operations; performs related activities such as receiving and responding to service requests; maintaining records; monitoring crews and inspecting job sites; soliciting bids; and inventorying or ordering equipment, tools, materials, and supplies.	B3
3.	Ensures work projects are completed and carried out in compliance with policies, rules and regulations.	B3
4.	Prepares and presents reports on such items as budget, staffing, equipment, projects, and procedures; develops prioritized project lists for management review.	B2
5.	Evaluates conditions of facilities; completes daily log reports on such items as volumes of waste or facility use.	B2
6.	Coordinates projects and activities with other departments, regulating agencies, municipalities, private business and community groups; responds to inquiries and concerns; addresses damage and safety issues; ensures user group compliance with regulations; addresses special procedure needs in area of assignment.	B2
7.	Schedules, monitors, and evaluates services of outside vendors, contractors and architects; resolves problems; and provides quality control.	B2
8.	Performs other duties including operation of equipment as required.	

Knowledge of: (Position requirements at entry):

- Material management techniques and calculations of weights and measurements;
- Building and facility maintenance and methods and techniques;
- Mechanical, building and grounds maintenance techniques;
- Equipment and tool maintenance practices and techniques;
- Security systems and their application within the assigned area;

Safety precautions.

Skills: (Position requirements at entry):

- Assigning and monitoring the work of subordinates;
- Inventorying and ordering materials and supplies;

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- Organizing staff, equipment, and materials for work orders;
- Performing skilled activities related to maintenance of assigned facilities;
- Diagnosing, maintaining and/or repairing systems and equipment used;
- Operating equipment such as trucks, mowers, hand, and power tools;
- Conducting fire and safety and other inspections;
- Maintaining maintenance and inspection records and reports;
- Coordinating work with contractors, architects, and others involved in projects;
- Establishing and maintaining effective interpersonal relationships at all organizational levels and with the public;
- Communication, both oral and written, sufficient to exchange or convey information and to give and receive work direction.

Training and Experience: (Position requirements at entry):

Associate Degree and five years related maintenance experience which includes two years equivalent to a lead level in the maintenance area of specialty or an equivalent combination of education and experience which provides knowledge, skills, and abilities sufficient to successfully perform the essential duties of the job.

Licensing Requirements: (position requirements at entry):

- Valid State of US Driver's License
- Successful completion of a criminal background check (may be required) and general employment verification;
- Some positions may require additional licensing such as:
- CJIS (Criminal Justice Information Services) training required within 2 weeks of employment
 - 40-hour HAZWOPER certification within one year of appointment.
 - Defensive Driver certification (add to all templates) within 2 weeks of employment
 - Pesticide Applicator's License, Commercial Drivers' License, Hazardous Waste Shipping
 - May require a criminal history background check.
 - Certificate, Landfill Operator Certificate, or Road Flagging Certificate

Working Conditions: Position may have the potential exposure to the following:

Environment: Excessive noise, exposure to weather, extreme temperatures, moving/mechanical parts, pathogen exposure, vibration, travel. Work in confined spaces, field work, exposure to hostile/angry individuals, work outside of standard business hours and multiple work locations;

Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

Heavy Work: Exerting up to or in excess of 100 pounds of force occasionally, and/or up to 50 pounds of force

Classification History:

New Class: 1/98

Revised: 1/99

Revised 4/03 (series definitions only)

Revised: 10/21

Revised: 12/22