



## PLANNING AND PUBLIC WORKS MAINTENANCE FIELD SUPERVISOR

**Department: Planning and Public Works**

**Job Class: 924300**

**Pay Range: Professional 06**

**FLSA: Non Exempt**

**Represented: No**

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class. Classification descriptions are not intended to reflect all duties performed within the job.

**GENERAL FUNCTIONS:** Employees in this class direct the activities of maintenance workers, maintenance technicians, equipment operators, leads and seasonal employees performing specialized or general construction, maintenance, or emergency response functions. Work involves planning and assigning daily work monitoring and evaluating work in progress or upon completion to ensure compliance with quality, quantity, and environmental standards.

**SERIES CONCEPT:** This classification is a first level supervisory position. The Maintenance Field Supervisor reports to a Planning and Public Works Maintenance Supervisor and supervises Maintenance Workers, Maintenance Technicians, Equipment Operators, Sign Technicians, leads, and seasonal employees.

**ESSENTIAL FUNCTIONS:**

- Directs the work of employees on one or more maintenance crews.
- Reads and interprets engineering plans and other site documents.
- Investigates complaints and concerns received from the general public, higher level supervisors, or other agencies.
- Conducts site inspections and determines methods, materials, equipment, and labor requirements for construction, repair and maintenance work, and ensures their availability.
- Analyzes operating procedures and devises the most efficient methods of accomplishing work; oversees traffic control as required.
- Analyzes and resolves technical problems encountered on the job.
- Oversees and ensures effective assignment and utilization of vehicles and equipment.
- Maintains daily work records and records daily time records for approval. Prepares written reports as required including the following data: work accomplishments, fuel consumed, equipment mileage, and accidents; plans budgets, and schedules anticipated work and equipment needs. Authorizes purchases within limits of authority, may monitor budget for a crew, project or program.
- Patrols assigned section or sections; inspects for illegal right-of-way encroachments, flooding, roadway safety, maintenance needs, and signing.
- Meets with general public, public agencies, or community organizations in order to promote or maintain favorable public relations; conducts periodic crew safety and training meetings.
- Conducts periodical safety and training meetings; inspects work zones and facilities for safety compliance; and reviews job site safety checklists.
- Interfaces with engineering staff to establish program priorities and evaluate specific program requirements.

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- Occasionally lifts, carries or delivers supplies, materials, tools, or equipment weighing 50 lbs. or more to various job sites.

#### **OTHER JOB FUNCTIONS:**

- Performs other related job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** Work is performed under the general supervision of the Planning and Public Works Maintenance Supervisor. Assignments will be monitored through reports, discussions, and completion of assignments. The Maintenance Field Supervisor is a first line supervisor over one or more maintenance crews.

**WORK ENVIRONMENT:** The work environment characteristics describe herein are representative of those an employee encounters while performing the essential functions. Work is performed in an office and out in the field at various job sites. Travel to various work locations, job sites, or meeting locations is frequent. Attendance at meetings or outside of normal schedule may be required. Extended periods of concentration and sedentary work may be required. Work is subject to office noise and may include exposure to loud noises and hazardous conditions while out in the field including traffic, construction equipment, and inclement weather conditions.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Ability to travel to various job sites or to inspect scheduled work projects and to attend meetings away from the regular work site. Finger dexterity to use and operate a personal computer and other related office equipment. This position requires sitting, walking, bending, and lifting materials or equipment weighing up to 50 pounds. Use of sight and hearing in order to inspect, observe, and monitor work being performed at various construction sites. May be required to lift equipment or materials weighing 50lbs.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

##### **Knowledge of:**

- Materials, methods, and techniques commonly used in construction, maintenance, and repair activities, as related to the area of specialization.
- Departmental policies, procedures, regulations, and applicable bargaining agreements.
- Hazards and safety precautions of the work.
- General practices applied to the care and safe operation of assigned equipment.

##### **Skill in:**

- Reading and understanding charts, maps, and diagrams.
- Use and operation of a personal computer.

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#### **KNOWLEDGE, SKILLS, AND ABILITIES: (continued)**

##### **Ability to:**

- Understand and implement tasks, projects, and other assignments within a budget.
- Supervise the work of unskilled, semi-skilled, or skilled workers performing various maintenance and repair activities and to obtain results according to schedules.
- Understand and follow complex written or oral instructions.
- Establish and maintain effective working relationships with employees and the general public.
- Obtain the appropriate certificate, license, or registration as required by the position.
- Work outdoors for extended periods of time under unfavorable weather conditions.
- Plan, assign, monitor, and evaluate the work of subordinate staff.
- Effectively coordinate, perform, and complete multiple duties and assignments in a timely manner.
- Meet the physical requirements of the position.
- Meet the travel requirements of the position.

**MINIMUM REQUIREMENTS TO APPLY:** Three years of progressively responsible work experience related to maintenance which includes lead or supervisory experience. Related vocational training or education may substitute for up to one year of experience. A valid Washington State Driver's License is required. Satisfactory physical condition, as evidenced by a County approved physical examination, may be required prior to appointment to the position.