



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: CITY MAINTENANCE SUPERVISOR

BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER: 2130

PAY RANGE CODE: 18.2 MC REVISION DATE: 10/26/17

NATURE OF WORK:

This is administrative and supervisory work in the operation of one of the City's maintenance and repair divisions. Work involves the planning, scheduling, overseeing, and reviewing the work of a division staff of skilled, unskilled, and clerical personnel in the maintenance and repair or replacement of equipment and facilities assigned to the division. An employee in this classification exercises considerable independence in the performance of duties; however, projects entailing changes in established policy are discussed with a supervisor.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Assists in the selection, training, scheduling, assigning, and evaluating of division personnel.

Establishes, schedules, and coordinates projects and programs and orders needed parts and supplies to perform the projects.

Inspects and oversees the installation, maintenance, repair, and modification of facilities, grounds, and service equipment.

Oversees the inspection of work performed by independent contractors.

Supervises, counsels, and evaluates employees regarding appropriate work methods, safety precautions, and divisional policies; recommends disciplinary actions for employees in violation of policies and procedures; and ensures the dispensation of approved discipline according to the pertinent union contract.

Compiles data and writes reports on work completed, the status of projects in progress, and the costs involved.

Assists in the preparation of the annual budget.

Oversees the preparation and maintenance of the division's personnel and work records.

Researches and implements new procedures, including safety procedures, and provides training to reduce personal injuries and property damage.

Conducts price comparisons of equipment and processes and assists in writing specifications for new equipment, changes in procedures, or work to be performed by private contractors.

Acts as superintendent in that person's absence.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of the standard methods, materials, tools, and equipment used in performing the duties of the assigned division.

Knowledge of the occupational hazards present in the assigned area and the precautions necessary to prevent them.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to plan, organize, and supervise divisional programs.

Ability to plan, organize, supervise, and evaluate the work of the personnel assigned to a division and to coordinate the work of private contractors.

Ability to oversee the maintenance of the division's personnel and work records.

Ability to analyze data relating to the work of the division and its crews and to make adjustments as needed.

Ability to effectively communicate with subordinates, City officials, other City employees, and members of the public.

Ability to understand oral and written instructions.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to adhere to safety policies, procedures, and guidelines.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Six (6) years of experience in the assigned area, three (3) years of which must have been in a supervisory capacity.

SPECIAL QUALIFICATIONS

Must be able to drive or coordinate transportation to work sites throughout the city during the course of the workday.

May be required to work nights, weekends, and holidays.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed in an office setting, in an industrial building, or outdoors in all weather conditions amid noise required speaking above a normal voice to be heard, near moving machinery or electrical currents, at times in high places or confined spaces, in conditions of dust, odors, mists, gases, and exposure to chemicals. Hours of work vary depending on the division and work required.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer	Calculator	Copier
Facsimile Machine	Telephone	Modem
Audio/Visual Equipment	Printer	Electronic Testing Equipment
Automobile/Pick-Up Truck		

Previous Revision Date(s): 6/24/93
5/29/97

**CITY MAINTENANCE SUPERVISOR-MISSOURI RIVER WASTEWATER
TREATMENT PLANT
PHYSICAL REQUIREMENTS**

Physical Requirements	EXAMPLES OF RELATED JOB DUTIES	Rarely 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Standing	Checking on crew, meeting with contractors and assessing equipment operating systems.		X		
Walking	Checking on crews throughout grounds, assessing faulty equipment, giving tours for potential contractors.		X		
Sitting	Performing data entry for billing, responding to emails, typing evaluations and placing orders.			X	
Lifting	Raising and lowering objects up to 30 lbs.		X		
Carrying	Transporting an object up to 30 lbs a distance of up to 25 feet.		X		
Climbing	Stairs – to access the top of the roof and various other sites throughout the facility. Ladders – to access various sites to inspect, replace or repair equipment.		X		
Balance	Climbing on ladders and stairs outside during wet weather, walking outside on gravel, and on uneven ground during various weather conditions. Walking on wet material.		X		
Stooping	Accessing various parts and equipment during inspection, performing trouble-shooting maintenance as needed.		X		
Crouching	Access areas under the pump.	X			
Reaching	Grabbing files or books off top shelf of book case. 72" is top shelf height.		X		
Hand Usage	Typing, answering phone calls, using various tools to inspect equipment.			X	

**CITY MAINTENANCE SUPERVISOR-PARK MAINTENANCE ADMINISTRATION
PHYSICAL REQUIREMENTS**

Physical Requirements	EXAMPLES OF RELATED JOB DUTIES	Rarely 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Standing	Meeting on job sites, discussion with contractors and overseeing projects.		X		
Walking	Inspecting parks, trails, golf course, baseball fields etc. to check maintenance and evaluate potential problems.		X		
Sitting	Scheduling work orders, filling out paperwork, emails, phone calls and driving to/from jobsite.		X		
Lifting	Raising and lowering objects up to 100 lbs.		X		
Carrying	Transporting an object up to 50 lbs a distance of up to 10 feet.		X		
Pushing/ Pulling	Pushing/Pulling objects up to 55 lbs a distance of up to 2 feet.	X			
Climbing	Getting on and off roofs using various ladders, climbing in/out of truck, and stairs.		X		
Balance	Walking on wet or uneven terrain, climbing ladders and walking on roofs.	X			
Stooping	Assisting staff with repairs on lower levels.	X			
Kneeling	Assisting staff with repairs at lower heights.	X			
Crouching	Assisting staff with repairs at lower heights.	X			
Reaching	Making repairs on equipment overhead including HVAC, electrical, pumps/motors and pipes.		X		
Hand Usage	Making repairs on equipment overhead including HVAC, electrical, pumps/motors and pipes.			X	