

HIDALGO COUNTY PRECINCT #4

PARK MAINTENANCE SUPERVISOR

GENERAL DESCRIPTION

Performs routine (journey-level) supervisory maintenance work. Work involves assisting in the planning and scheduling of the installation, care, and repair of County facilities and equipment; Supervises the work of others; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Assigns maintenance crews to specific jobs, and inspects work to be certain that work meets standards and safety and building regulations

Plans, schedules, and oversees maintenance and repair work, such as plumbing, masonry, welding, carpentry, painting, electrical, and grounds maintenance work

Obtains material and supplies, maintains records of materials used on jobs, and requisitions items not carried in stock

Conducts inspections of buildings, equipment, and grounds for security and needed repairs

Receives requests for maintenance and repairs, and initiates maintenance and repair work

Maintains records of materials used on jobs and in stock

Prepares progress reports

Assists in interviewing and hiring new staff

Oversees the operation and maintenance of building, grounds, and related support services

Implements preventative maintenance, equipment replacement and energy conservation programs

Inspects facilities and equipment to determine need and extent of services, equipments required, and type and number of operation and maintenance personnel needed

Assigns workers to duties such as maintenance, repair, or renovation and obtains bids for additional work from outside contractors and inspects completed work for conformance to blueprints, specifications and standards

Oversee purchases of building and maintenance supplies, machinery, equipment and furniture

Compiles records of labor and material costs for operating budget, and studies production schedules and estimates worker hour requirements for completion of job assignments, and may obtain advice from engineering consultants

Conducts quarterly maintenance inspections of each county-owned facility; provides a summary of maintenance recommendations to Departments;

Provides staff training in a variety of safety and maintenance topics

Conducts safety inspections and related training

Selects, trains, evaluates and supervises assigned staff

Supervises the work of others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Five (5) years experience in the field of maintenance and construction including supervisory experience

Graduation from a high school or equivalent (GED)

Associate Degree or Vocational training related to the job (Building Trades field such as Electrician, Plumber, A/C Technician, Commercial Construction etc)

Experience and education may be substituted for one another

Knowledge, Skills, and Abilities

Knowledge of building and ground maintenance techniques; of plumbing and heating systems; of sanitation practices; of electrical systems; and of fire and safety regulations and procedures

Skill in the use of tools and equipment

Ability to interpret blueprints; to organize preventative maintenance programs; and to supervise the work of others

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment

- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

