

# CITY OF FERNLEY

## GENERAL SERVICES FIELD SUPERINTENDENT

Date Created: 10.07.2020

Date Updated:

FLSA Status: Exempt

### DEFINITION

Under direction of the Public Works Director, this position supervises and supports in the operation, maintenance, repair and construction of the General Services Division which includes but is not limited to Parks, Facilities (including buildings and recreational areas), Vector Control and Weed Abatement, Cemetery, and Streets and Storm Drains.

### DISTINGUISHING CHARACTERISTICS

This is an administrative supervisor class position distinguished from the other Public Works positions by its responsibility for the quality and quantity of the results and accomplishments of the general services crews which includes but is not limited to Parks, Facilities (including building and recreational), Vector Control and Weed Abatement, Cemetery and Streets and Storm Drains employees.

**ESSENTIAL FUNCTIONS** *(Performance of these functions is the reason the job exists. Employee may not be assigned all duties and assigned job tasks/duties are not limited to the essential functions.)*

1. Supervise and supports the City General Services Division by providing direction and advice in the onsite operations, maintenance and technical direction of assigned staff.
2. Holds primary responsibility for ensuring general services division crews have training to maintain the safety of the work site.
3. Holds primary responsibility for ensuring general services projects are kept on schedule and within budget and works with staff making sure projects are completed to applicable codes and specifications.
4. Holds primary responsibility for general services crews in completion of staff evaluations with input from staff. Creates and orchestrates training schedule and programs for general services staff.
5. Holds primary responsibility for the quality and quantity of work performed and/or completed by the general services crews. Assists general services crews with staff challenges, employee concerns, and/or problems as needed.
6. Coordinates project calendar with general services crews to determine day to day schedule and special projects. Assists with training, tasks, and supervision as needed.
7. Coordinates maintenance and repair activities with general services staff; assists crews with organizing and prioritizing work.
8. Coordinates efforts of the general services crew to monitor and inspect assigned facilities to identify needed repairs and performs quality control reviews of completed projects to ensure compliance with standards; determines maintenance schedules and work methods; prepares recommendations based upon the results of inspections; investigates and resolves complaints and concerns regarding city properties and city streets; lighting systems and public safety.

9. Coordinates with general services crews and provides assistance on estimating cost of repairs and small construction projects; facilitates the procurement of necessary materials and equipment; monitors expenditures on assigned projects to assure compliance with budgets; accounts for variances between projected and actual expenditures.
10. Oversees the scheduled maintenance activities, reviews daily activities; provides support and coordination of special events and city meetings.
11. Inspects city streets and drainage systems and observes field operations to assess conditions, needed work, and staff work performance; responds to emergencies and handles peak workloads by prioritizing projects and assigning staff.
12. Supervises staff assistance to other divisions regarding street and sidewalk cuts for infrastructure repairs such as water/wastewater lines repairs and replacements.
13. Assists general services crews with review of O&M manuals and make appropriate changes as required; prepare and regularly review Standard and Emergency Operating Procedures; prepare and review the facility Emergency Response Plan.
14. Communicates with NDOT, Lyon County or locating services as required; acts as the liaison with outside vendors for items such as pest problems, electrical, HVAC, plumbing and maintenance work for City facilities.
15. Supervises and participates in the operation and maintenance of the City's Mosquito and Weed Abatement Program, including the design and implementation of Mosquito Abatement Management Plan to control larval, pupal and adult mosquitoes.
16. Coordinates with general services crews and assists Public Works Director with development of annual operating budget, review operating expenditures and coordinate payments.
17. Is primary contact for alarm and or related calls, which may require returning to the building during non-typical work hours;
18. Assists in the performance of the more difficult and complex work tasks to ensure proper work methods are used and to ensure work safety.
19. Performs related duties and responsibilities as required.

## **QUALIFICATIONS FOR EMPLOYMENT**

### Knowledge of:

- standard practices, methods, functions, characteristics, tools and the proper care of tools, equipment, and materials used in facility maintenance repair and installation;
- operation of electrical, plumbing and construction equipment
- occupational hazards and standard safety precautions; and
- principles of supervision and delegation techniques.

### Ability to:

- supervise, direct, lead, and motivate skilled and semi-skilled staff;
- prepare and develop plans, specifications, and cost estimates;
- order materials and supplies;
- read, interpret, and work from blueprints and schematics, sketches and construction drawings;
- maintain records and prepare reports;
- share information, as appropriate, consistent with City policy;
- communicate clearly and concisely in both verbal and written form;

- select, supervise, train and evaluate staff;
- identify maintenance and repair needs in facilities;
- operate construction equipment such as backhoes, loaders, and sweepers, skid steers, vacuum truck;
- select appropriate materials and equipment to efficiently perform maintenance and repair work;
- operate a personal computer;
- perform basic carpentry, plumbing, and electrical work; and
- establish and maintain an effective working relationship with fellow employees, supervisors, contractors, and the public.

### **REQUIRED CERTIFICATIONS AND LICENSES**

Possess and maintain a Nevada Class "B" Commercial Driver's License, Flagger Certification and Traffic Control Technician Certification; and

Must possess or be able to obtain a Nevada State Certified Pesticide Applicator License within two (2) months of employment.

Must complete OSHA 30 certification within 90 days of employment.

**EXPERIENCE AND TRAINING** *(Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:)*

High school diploma or equivalent;

plus five (5) years of experience in the maintenance and repairs of streets and storm drains, city facilities, and/or city parks and recreational areas or construction project supervisor or equivalent; at least one year must include maintenance and operations program administrative and supervisory experience.

**PHYSICAL DEMANDS :** *(The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.)*

Strength, stamina, and dexterity to sit in vehicles operating on rough roads and rough surfaces for short periods of time each day; walk on uneven or slippery surfaces; perform heavy manual tasks using hand tools such as shovels and picks; perform repetitive motions including use of controls with hands and feet; climb up and down ladders to enter confined spaces and other areas; coordination and dexterity to adjust and make minor repairs to equipment; strength to lift and carry containers and equipment weighing up to 90 pounds; visual acuity sufficient to operate equipment and read gauges in a variety of lighting conditions, including bright light, low light, and low visibility conditions; depth perception sufficient to maneuver equipment and determine position of equipment components; ability to hear changes in operation of motors and other equipment; physically demanding work for continuous and lengthy periods of time.

**WORKING CONDITIONS**

Work in outdoor and indoor environments with intermittent to frequent exposure each day to unpleasant elements such as vibrations, noise, dust, fumes and odors, dampness, raw sewage, noise levels, or extreme weather conditions including heat, rain, snow, cold and wind, and dust. Potential exposure to dangerous chemicals. Occasional work in confined areas. Work in high traffic volume environments and elevations to approximately 50 feet above ground. Work is typically performed independently and may be in isolated geographic areas.

*This job description does not constitute an employment agreement between the City and employee. It is subject to change at any time by the City at its sole discretion.*

I have received, reviewed and understand this explanation and job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed: \_\_\_\_\_

