

**TOWN OF SAN ANSELMO  
MAINTENANCE SUPERVISOR**

**DEFINITION**

To plan, organize, direct, supervise and participate in field operations in the construction, repair and maintenance of Town buildings, streets, parks and related facilities according to area of assignment; and to perform a variety of highly skilled and technical tasks related to area of assignment. Duties involve performing the more technical and difficult tasks relating to the area of assignment.

**DISTINGUISHING CHARACTERISTICS**

The Maintenance Supervisor level is a working position that: performs full first-line supervisory responsibilities including planning, assigning, and evaluating the work of subordinates; is responsible for oversight of outside contractors on various projects within area of assignment; administers programs as appropriate within assigned operations, and performs duties of a more technical and difficult nature.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from management personnel.

Exercises direct supervision over assigned maintenance personnel; may exercise technical and functional supervision over volunteers, Court-assigned community service workers, and others.

**EXAMPLES OF ESSENTIAL DUTIES** – Depending on area of assignment as designated below, duties may include, but are not limited to, the following:

Participate in and perform construction, repair and maintenance duties requiring a high level of skill, independent judgment, and knowledge of Town buildings, roads and drainage systems.

Recommend and assist in the implementation of Public Works Department goals and objectives.

Establish schedules and methods of implementing projects, including estimating required staffing, materials and equipment; implement policies and procedures.

Plan, prioritize, assign, supervise and provide input on the work of field staff involved in Building, Streets and Parks maintenance.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; maintain pertinent records and prepare various reports on operations and activities.

**TOWN OF SAN ANSELMO**  
**Maintenance Supervisor (cont'd)**

Provide input in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for personnel, supplies, materials, and equipment; monitor and control expenditures with assigned areas.

Participate in the selection and evaluation of staff; provide or coordinate staff training; and recommend discipline and implement discipline procedures as directed.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationship with co-workers, other Town employees and the public using principles of good customer service.

Perform other duties as assigned.

**KNOWLEDGE OF:**

Principles and practices of supervision, including assigning and appraising work.

Planning, layout and coordination of projects

Methods, materials, tools and equipment used in the construction, maintenance, repair, and painting of Town facilities.

Safe working practices including shoring, traffic barriers and controls, respiratory protection and other protective clothing and devices.

Principles, methods, materials, tools, equipment used in rough and finish carpentry, cabinetry and wood finishing.

**ABILITY TO:**

Intermittently sit while operating motorized equipment; bend, squat, climb, kneel, twist and reach when operating equipment or installing parts, or digging, cleaning, and spreading; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 90 pounds or more.

Operate a PC and related software

Write reports and correspondence

Supervise small crews. Plan, layout, estimate and coordinate project work.

Establish and maintain effective working relationships with employees, the public, contractors and others.

Troubleshoot and analyze maintenance and repair problems and develop solutions.

Maintain records and prepare reports.

Perform the more difficult and complex construction and maintenance work

Lift and carry heavy tools and materials; perform strenuous physical work.

**TOWN OF SAN ANSELMO**  
**Maintenance Supervisor (cont'd)**

Work unusual and prolonged work schedules; work multiple shifts during emergencies, seasonally-caused circumstances, or special projects in varying climatic temperature conditions.

Use various hand tools, including hammers, screw drivers, rakes, shovels and hand tampers.

**EDUCATION AND EXPERIENCE**

Graduation from high school or equivalent, and three years of increasingly responsible experience in street, storm drain, parks or building maintenance and repair, including at least one year in a supervisory capacity.

**CERTIFICATES, LICENSES**

Must possess a valid California Class "B" driver's license and have a satisfactory driving record. Must be willing to work overtime and on-call for emergency repairs and maintenance.

Date: 6-13-08

Approved: Debra Stutzman  
Town Manager