

MAINTENANCE SUPERVISOR

1. Nature and Scope of Work

This is supervisory, operational and technical work involving responsibility for the organization and direction of crews engaged in moderately complex public works repair, maintenance and service operations and the performance of all or any of the duties of subordinates on a regular ongoing basis. An employee of this class assigns, inspects, supervises and assists in the work of subordinates and is responsible for the quality, progress and completion of assigned projects and operations. In addition, an incumbent will perform regulatory duties of limited complexity in enforcing operations regulations and by-laws. Both oral and complex written assignments may be received from a superior who reviews work performance in terms of the efficiency of operations and adherence to established work and safety standards.

2. Illustrative Examples of Work

Assigns, schedules, inspects, supervises and participates in the work of crews comprised of utility workers, truck drivers, equipment operators and labourers engaged in a variety of public works maintenance, repair and servicing tasks including PRV station maintenance, water and sewer system maintenance, pump and lift station maintenance, water quality and ditch and road maintenance.

Assists in determining priorities and checks work in progress and upon completion for workmanship and conformance to established standards; provides information and assistance to contractors on matters related to location of service and related operational issues.

Prepares and maintains a variety of time and operational records and reports, provides cost and time estimates for projects when required; orders materials and parts and distributes same.

Investigates complaints from the public, explains work methods, schedules and related matters.

Responds to emergency or trouble calls during working and after hours, investigates and assesses damage or problem, determines methods of effecting repairs or arranges for corrective action where possible.

Provides technical support for existing programs, recommends improvements and upon approval implements same; works independently in developing new programs.

Ensures conformance to proper safety procedures and precautions.

Enforces regulations and by-laws and issues written notices as required.

Acts as a member of the Standby roster.

Assumes the role of Foreman-Operations as requested or required.

Performs related work as required.

3. Required Knowledge, Abilities and Skills

Considerable knowledge of the methods, practices, procedures and materials, tools and equipment used in the work supervised.

Considerable knowledge of the hazards and safety precautions and environmental regulations applicable to the work.

Sound knowledge of the rules and regulations involved in the work.

Ability to schedule, assign, review and supervise the work of crews engaged in engineering operations and services.

Ability to prepare and maintain work records and reports, issue written notices, provide estimates and order materials and parts.

Ability to establish and maintain effective working relationships with employees and the public.

Ability to deal diplomatically and effectively with the public in responding to complaints and inquiries dealing with the public works operations and enforcing regulations and by-laws.

Skill in the use and care of tools and equipment used in the work and sufficient physical strength and coordination to permit performance of heavy manual work outdoors in all weather.

Sufficient physical strength and coordination to permit performance of heavy manual work outdoors in all weather.

4. Desirable Training and Experience

Completion of the twelfth school grade supplemented by courses and training related to the work, considerable experience in applicable public works operations in a supervisory capacity or any equivalent combination of training and experience.

5. Required Licenses, Certificates and Registrations

Class 3 Driver's License with Air Endorsement for the Province of British Columbia.

Level II Operator's Certificate, Water Distribution from the Environmental Operator Certification Program.

Level II Operator's Certificate, Wastewater Collection Systems from the Environmental Operator Certification Program.