



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 577.1

Job Title: **MAINTENANCE SUPERVISOR**

Pay Grade: 16

GENERAL SUMMARY:

Supervises and coordinates maintenance of facilities, grounds and fields and utility systems and physical structures to provide a safe and hygienic environment.

RESPONSIBILITIES:

- Coordinates, schedules and monitors work assignments to ensure a safe environment.
- Creates, develops and implements training and safety programs.
- Plans efficient work methods and procedures to improve workflow.
- Orders and maintains inventory of supplies, including completing work orders and equipment records.
- Orders and maintains inventory of supplies.
- Contacts appropriate vendors to service equipment and utility systems.
- Performs various administrative activities.
- Supervises workers engaged in field construction and maintenance activities.
- Assists other supervisory personnel with implementing new assignments and special projects.
- May operate heavy equipment.

SPECIFICATIONS:

KNOWLEDGE:

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED.

EXPERIENCE:

Two years of experience in building or ground maintenance are required.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED :

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with lower-level service representative and vendors. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position requires stooping, bending and/or lifting of items of up to 30 pounds with occasional periods of walking on rough surfaces.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Maintenance Supervisor

Effective: October 1990

Revised: May 1994