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## **GENERAL SERVICES SUPERVISOR**

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### **DEFINITION**

Under general direction, performs a variety of administrative and technical tasks in the maintenance and management of the City's fleet, traffic signal and street lights; facilities maintenance, construction/alteration and repair.

### **SUPERVISION EXERCISED**

Trains, supervises and evaluates subordinate personnel.

### **EXAMPLES OF DUTIES**

*Duties may include but are not limited to:*

Answer inquiries from the public, both in person and over the phone with regards to the City's fleet and fuel operation, street light, traffic signal, security systems, facilities, and related issues.

Plan, develop, coordinate, supervise and inspect the work of those engaged in the city's fleet and fuel operation, street light, traffic signal, security systems, and facilities, including HVAC repair, carpentry, masonry, electrical, plumbing, and painting.

Schedule and supervise fleet maintenance services.

Assist in developing bid specifications for work projects and/or facility and fleet maintenance materials and equipment.

Supervise the installation and maintenance of street lights and traffic signals.

Determine products, materials and equipment used in assigned area of responsibility; prepare purchase orders, maintain inventories.

Prepare regulatory compliance reports for assigned area of responsibility.

Participate in special events as required by assigned area of responsibility.

Manage the Public Works radio equipment maintenance and upgrades and ensure FCC compliance, facilities maintenance and repair.

Manage and coordinate work orders and work assignments; process invoices for payment.

Prepare cost estimates for replacement vehicles, street lights, signals, and facilities; order all parts, materials and services required in day-to-day operations as well as special projects and reconcile account and purchase order activities.

Oversee contractor's work ensuring compliance with City regulations and standards; manage contracts and agreements for services.

Train, supervise and evaluate subordinate personnel; monitor and verify time cards.

Perform related duties as assigned.

**KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of:

Methods, techniques, equipment and supplies used in the City's fleet and fuel operation, street light, traffic signal, security, and facilities.

Standard safety practices required in fleet and fuel operation, street light, traffic signal, security, and facilities.

Standard safety practices required by OSHA/CalOSHA.

Applicable Federal, State, and local laws, codes and regulations.

Record keeping and reporting.

Ability and Skill to:

Operate office equipment including computers, copying machines and phone systems.

Read, interpret and apply technical information from manuals, drawings, specifications, layouts, blueprints and schematics.

Respond to questions from the public and staff.

Plan and organize work to meet schedules and timelines.

Enforce and comply with Federal, State and local laws and City policies, procedures and codes applicable to public works maintenance.

Communicate clearly both orally and in writing.



Perform duties of an emergency worker in the event of a natural or other disaster.

**QUALIFICATIONS**

*Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:*

AA/AS degree in automotive technology, facilities, maintenance, public administration or related field and four (4) years increasingly responsible experience including two (2) years supervisory experience.

**LICENSE OR CERTIFICATE**

Possession of a valid Class C California Driver's License and a good driving record.

**ESSENTIAL JOB FUNCTIONS/A.D.A.**

Ability to operate computer, calculator, telephone, portable radio, copying machine and light and heavy equipment used in maintenance operations

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations and sort/file documents

Ability to sit, stand and walk for two hours at a time

Ability to lift up to 50 pounds

Ability to get from one location to another in the course of doing business

Ability to work outdoors in all weather conditions including hot with sun exposure, cold and wet

