

Code: 0913

Title: TRADES MAINTENANCE SUPERVISOR

SUMMARY: Supervises and participates in the duties of work-units providing specialized or advanced maintenance, repair, diagnosis or trouble-shooting, construction, fabrication and preventive maintenance. Requires technical skills, experience, and knowledge in area of specialization, as well as supervisory and management skills, and active use of technical skills to participate in unique or complex projects. Supervisors are accountable for the activities of assigned staff and ensure services or products of work-units comply with written procedures, engineering drawings, specifications, contracts, industry standards and statutory codes and requirements. This is distinguished from the Trades Maintenance (TM) Foreman classification by its greater range of managerial and administrative duties and responsibilities.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

In Many Settings:

Directs and participates in skilled analysis and repair of equipment, systems and vehicles;
Supervises highly skilled fabrication or modifications of existing or proposed equipment, facilities, systems or their components from verbal directions, sketches, plans, engineering drawings or technical references;
Supervises and participates in the inspection, service and maintenance of tools, equipment and vehicles;
Performs quality control analysis on equipment or supported systems for proper functioning and directs remedial actions necessary to assure optimum operations;
Maintains comprehensive activity, operations, service and usage records on supported vehicles, equipment and systems;
Directs scheduling and planning of maintenance activities using a computer-based word order system;
Develops, monitors and adjusts work-unit budgets;
Prepares oral and written activity reports;
Prepares estimates for unique operations, maintenance and special projects from rough sketches and engineering plans or drawings, and documents use or expenditure of materials, supplies and equipment;
Inspects, approves and (if certified or authorized) certifies the work of others;
Assists management in development of Requests For Bids, pertinent provisions in contracts, and bid proposal evaluations in area of own expertise and responsibility;
Prepares sketches and drawings for work proposed or in-progress to communicate needed information to supervisors, subordinates and/or contractors;
Coordinates work-unit activities with other work-units, agencies or contractors to assure optimal use of available resources and to minimize disruptions of service or support;
Monitors contractor performance (including contractor-supplied goods and services);
Directs proper storage, handling, use and disposal of hazardous materials required/encountered in activities;
Supervises procurement-related activities of assigned staff;
Assures work-units and staff maintains security and accountability for all tools, equipment and materials, particularly for work in medical, law enforcement, detention or correctional settings;
Maintains and correctly uses safety and personal protective equipment;
Coordinates or provides required training of assigned work-unit staff in common and unique techniques and skills, safety and related topics;

Ensures compliance with all federal, state and County policies and procedures relative to area of assignment;

Directs implementation of work-site traffic control procedures to ensure safety;

Explains rules, regulations or procedures to the public and other County employees for use of County facilities;

Directs collection, labeling, transportation and analysis of samples of fluids, solids, effluents and like materials encountered in work.

Facility/Grounds Maintenance Settings:

Supervises and participates in cutting, trimming, seeding, fertilization, and application of herbicides/pesticides to turf grasses, soils, trees and ornamental shrubs;

Identifies common and abnormal conditions and diseases of turf grasses, trees and ornamental shrubs and directs appropriate remedial actions;

Coordinates maintenance and construction activities with users and public groups to minimize disruptions of public use of recreational facilities and grounds and assures safety.

Vehicle/Equipment Maintenance Settings:

Supervises fleet service, maintenance or dispatch operations;

Test-drives vehicles or operates equipment to identify problems and verify their correction.

Industrial Wastewater Settings:

Plans and schedules maintenance projects;

Coordinates wastewater maintenance project planning and scheduling with wastewater facility operations;

Coordinates maintenance functions with warehousing and inventory requirements.

KNOWLEDGE AND SKILLS:

Knowledge of:

- operation and maintenance of tools, equipment and materials encountered in area of assignment;
- operation and maintenance of testing and monitoring equipment common to skill, trade or area of specialization;
- effective supervision, training and communications techniques;
- hazards, safety procedures or equipment required in the area of specialization or assigned work-areas;
- county policies and procedures relating to the ordering of parts and supplies;
- techniques and principles of inventory and storage optimization;
- codes and standards applicable to the craft, trade, specialty or area of work assignment;
- basic contracting processes, to include quality assurance or inspection of supplies or services for compliance with contracts.

Skill in:

- developing, implementing and monitoring work-unit budgets;
- following written and oral instructions;
- using computerized maintenance management systems software;
- preparing working sketches, drawings and estimates of resources required for assigned projects;
- interpreting and applying required codes or standards to work situations;
- maintaining written documentation of activities;
- leading, supervising and evaluating the work of others;

- conducting and coordinating specialized and on-the-job training in the skill, craft, trade or area of specialization;
- communicating effectively.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Completion of an industry-recognized apprenticeship program in the specific trade or craft appropriate to assigned duties and six years of journey-level experience in the same trade or craft, including two years of lead or supervisory experience in the trade, craft, skill or area of specialization. (Relevant education may substitute for up to three years of the aforementioned experience.)

OR:

(2) Eight years of journey-level experience including two years of lead or supervisory experience in the trade, craft or operational area of required expertise. (Relevant education may substitute for up to four years of the aforementioned experience.)

OR:

(3) Three years of experience with Pima County as a Trades Maintenance (TM) Specialist, TM Specialist-Senior or TM Foreman in the specific trade, craft, specialty or operational area of required expertise and one year of lead or supervisory experience (which may be concurrent with required technical experience.)

(Relevant education may substitute for up to one and one half years of the aforementioned experience.)

OR:

(4) Five years of experience with Pima County in wastewater facility operations as either a Wastewater Treatment Plant Operator-Senior; Principal Wastewater Treatment Plant Operator or a Wastewater Treatment Plant Operations Supervisor which includes one year of supervisory experience and two years performing and/or coordinating maintenance activities within an industrial wastewater facility.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require possession of a valid Arizona Driver's License or Arizona Commercial Driver's License with appropriate endorsement(s) at the time of appointment or prior to completion of an initial/promotional probation period. Positions requiring a CDL are also subject to applicable State of Arizona and federal standards, rules, and regulations on physical requirements including drug and alcohol testing. Some positions may require Arizona certification as an herbicide/pesticide applicator or backflow device inspector/repair person or installer, etc. at the time of appointment or prior to completion of an initial/promotional probation period.

Special Notice Items: Due to need for access to law enforcement, detention or correctional facilities, some positions may require satisfactory completion of a personal background investigation by law enforcement agencies. Some positions may carry the risk of exposure to infectious diseases, blood-borne pathogens, asbestos or wastewater products, therefore special medical screening prior to or during employment may be necessary to assure employee health and safety.

Physical/Sensory Requirements: Some positions may require the ability to: lift and carry up to seventy-five pounds; safely operate assigned vehicles and other powered equipment; work in extremes of heat, humidity, dust, cold; safely wear required safety clothing and equipment; work with or in the presence of obnoxious odors; work with noxious or potentially hazardous chemicals, compounds or products; ascend and descend ladders and stairs to reach and work upon elevated or below-grade work platforms and job sites; differentiate between colors.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

Revised 02/09/05(fn)
Updated 08/03/11(lsg)