

Village Of Central Lake

DPW MAINTENANCE SUPERVISOR

Job Description

BASIC PURPOSE

Supervises: Department of Public Works

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, organizes, and directs the work of the department.

Evaluates operational efficiencies and effectiveness to stimulate improvement. Develops performance measurement goals and evaluates performance/cost of operations. Routinely provides assessment to the Village President.

Reviews projects in progress, anticipates and troubleshoots problems.

Prepares oral and written reports, maintains records.

May participate on an as-needed basis in the performance of the work of the DPW.

Prepares proposed budget, including appropriate justifications, for the assigned section; monitors expenditures to stay within limits of approved budget.

Prepares bids for equipment or supplies to be purchased and maintains an adequate level of inventory to ensure work can be performed with a minimum of delay.

Develops short and long range maintenance programs for the DPW.

Provides the Village Council staff recommendations.

Plans, directs, and participates in training of staff; assigns training duties to staff according to employee skills and Village needs.

Inspects equipment to discover need for maintenance or repairs; oversees installation, repair and maintenance of equipment; makes recommendations to the Village President for new equipment or modifications to existing equipment.

Provides outstanding service to a wide range of citizens, vendors, and co-workers. Each contact requires an exchange of information, sharing of ideas on how to approach difficult maintenance problems.

Occasional overtime work and after hours call-backs; particularly in response to storm or emergency conditions.

Routinely balances competing priorities/resources. Stimulates interdepartmental cooperation/coordination of resources.

Performs other duties as assigned.

SELECTIVE CRITERIA

Knowledge of:

Procedures and equipment used to construct, repair, and maintain street, electrical or park systems including plumbing, wiring, carpentry, masonry, paving, welding and mechanics occupational hazards and safety standards for public works projects; first aid; record keeping procedures of supervision

Ability to:

Plan and implement systematic maintenance programs for DPW; develop, motivate, and coach staff; anticipate training needs of staff; communicate effectively orally and in writing; establish and maintain effective working relationships with co-workers and the general public; keep accurate records of work performed by section; prepare and monitor a budget; analyze problems and suggest a solution; operate light and heavy equipment as required by the position; read and follow blueprints and specifications; perform heavy manual labor under a variety of weather conditions; administer first aid.

EXPERIENCE, EDUCATION, AND TRAINING

Two years of experience as a Maintenance Technician - Journey level OR five years of progressively responsible work experience performing a broad range of maintenance activities on a full-time basis, including two years in a lead position OR any combination of experience, education and training that would provide the level of knowledge and ability required.

Work Hours: Monday - Friday or as needed

Salary is based on a 40 hour work week

MANDATORY QUALIFICATIONS

Must pass a background investigation.

Possession of or ability to obtain within three months a valid Michigan State CDL driver's and a driving record acceptable to the Village and the Village's insurance carrier.

Possession of or ability to obtain within six months a valid first aid card.

Must pass pre-employment medical testing for the ability to perform the essential functions of the position and maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

Failure to obtain the mandatory qualifications within the specified time limits shall be grounds for termination.

Meeting Attendance