



City of Seal Beach
211 8th St.
Seal Beach, CA 90740
562/431-2527



MAINTENANCE SERVICES SUPERVISOR
SALARY: \$6,354.11 - \$7,723.46 PER MONTH
FINAL FILING DATE: THURSDAY, SEPTEMBER 26, 2019 BY 5:00 P.M.

Under general supervision from the Deputy Director of Public Works, supervises, assigns, reviews, and participates in the work of staff responsible for providing streets, building and facilities maintenance and construction services within the Public Works Department; coordinates and administers contracts with outside service providers. The Maintenance Services Supervisor position will be assigned to oversee maintenance activities in the City including: sewers, streets, city facilities, and beaches. The City provides these services in house and/or via private contractors. In addition, this position will be involved with similar work for certain building repairs as well as street sweeping.

ESSENTIAL FUNCTIONS:

Duties include, but not limited to: recommends and assists in the implementation of goals and objectives; identifies maintenance problems and areas; establishes schedules and methods for providing sewers, streets, beaches, building and facilities maintenance and construction services; implements policies and procedures. Plans, prioritizes, assigns, supervises, and reviews the work of staff and contractors providing sewer collection systems maintenance, stormwater maintenance, pump station maintenance, streets, beach, and facilities maintenance services including, graffiti removal. Oversees and supervises a variety of maintenance contracts with outside service providers including the maintenance of the City sewer system, streets, beaches, City facilities, construction, and other related work; receives bids; sets up contracts; processes invoices for payment. Prepares time, material, and equipment estimates for assigned jobs; requisitions, orders and ensures timely receipt of materials; selects appropriate equipment and materials to complete the work. Participates in the selection and evaluation of maintenance staff and contracted outside service providers. Assists with planning, organizing, and coordinating of maintenance functions for special City-wide events. Supervises the use and safe operation of tools, equipment and vehicles; prepares reports and maintains records of projects, activities, and materials used. Receives, investigates, and responds to inquiries and complaints. Meets with contractors, consultants, and representatives of other agencies to review maintenance needs and standards. Participates in field maintenance work. Performs other duties as assigned.

QUALIFICATION GUIDELINES:

Knowledge of:

Operations, services, and activities of a comprehensive streets, sewer, beach, and building maintenance program; operational characteristics of construction materials, equipment, and tools; principles of supervision, training and performance evaluation; pertinent Federal, State, and local safety laws, codes, and regulations; use of a variety of tools and equipment used in collection system, storm drain, facility construction, maintenance and repair; work zone safety techniques; concrete repair in sidewalks, alley ways; principles of contract administration; engineering and construction principles and practices; report writing techniques; principles of math.

Ability to:

Supervise, organize, and review the work of maintenance personnel; analyze problems, identify alternative solutions, and implement recommendations in support of goals; read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics; perform comprehensive inspections of varied projects; assist in budget preparation and monitoring; select and maintain machinery and equipment used in Community Services maintenance work; interpret and apply the policies, procedures, laws, codes, and regulations pertaining to maintenance programs and functions; perform accurate mathematical computations; accurately estimate material and supply needs; prepare and maintain accurate and complete records; prepare clear and concise reports; respond to requests and inquiries from the general public; communicate clearly and concisely, both orally and in writing; establish and maintain effective relationships with staff, management, contractors, vendors, and others contacted in the course of work.

Education/Training/Experience:

Graduation from high school or equivalent, preferably supplemented by college course work in public works, maintenance, facilities, electrical, wastewater, stormwater, or related field. Five years of responsible streets, facilities, equipment and/or sewer maintenance work, including some prior lead or supervisory experience is required.

Highly Desirable Qualification:

It is not required, but highly desirable to hold a CWEA collection system maintenance certification.

Licenses/Certificates/Special Requirements:

Valid Class C California Driver's License, acceptable driving record, and evidence of insurance. Must be available for on-call, stand-by, and emergency call services.

PHYSICAL AND MENTAL DEMANDS: The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The position works in both field and office settings. The employee must have the ability to sit, stand, walk, twist, and lift up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to focus.

Mental Demands

While performing the duties of this class, the employee must be able to use written and oral communication skills; read and interpret data; information and documents; interpret policies and procedures; use math and mathematical reasoning; learn and apply new information or new skills; work under deadlines with interruptions; and interact with City staff, other organizations and the public; occasionally required to deal with the public, contractors, vendors, and employees in conflict situations.

WORK ENVIRONMENT: The employee frequently works outdoors and is subject to variable weather conditions and traffic. The employee is exposed to heat, mechanical and electrical hazards, chemicals, dust, and wetness. The employee must have the ability to travel to different maintenance sites and locations and is available for on-call, stand-by, and emergency call service.

INFORMATION FOR APPLICANTS

SELECTION PROCEDURE: Please visit www.CalOpps.org to submit your application on-line. However, if you are unable to complete your application on-line a printable version of our employment application may be downloaded from our website at www.sealbeachca.gov. Applications can also be obtained from the Human Resources Department, Seal Beach City Hall, 211 8th Street, Seal Beach, California 90740 or by calling (562) 431-2527 x1301. Faxes, emails or postmarks will not be accepted. Appointment is subject to any or all of the following: pre-employment medical, fingerprint processes as well as background investigation. If selected, incumbent will be required to submit written identification proving eligibility to work in the United States.

Any qualified individual with a disability must provide reasonable notice to the City prior to the testing process that reasonable accommodation is required. EOE.

PROBATIONARY PERIOD: A probationary period of six (6) months must be served by each employee.

BENEFITS: The City of Seal Beach offers its employees an excellent benefit package:

Retirement: Employees are covered under the California Public Employees' Retirement System (PERS). Existing PERS "Classic" members or a reciprocal California public pension plan as of December 31, 2012 are eligible for the 2% @ 55 retirement formula. New employees/members hired on or after January 1, 2013 as defined by the Public Employees' Pension Reform Act (PEPRA) shall be eligible for the 2% @ 62 retirement formula.

Deferred Compensation: City contributes \$40.00 per payroll period to an ICMA deferred compensation program on behalf of employee.

Vacation: 80 - 160 hrs /year based on years of City service.

Sick Leave: One (1) eight (8) hour day per month of service.

Holidays: 12 Holidays per year.

Administrative Leave: Employees shall be entitled to hours equivalent to two work days during each fiscal year.

Insurance: The City provides a comprehensive insurance program for all full-time employees, including health, dental, vision, life and disability plans. The City also provides for the employee's dependent health insurance. The Holman Group, an employee assistance program, is available to employees and their families for confidential, short-term counseling.

Life Insurance: City contributes 100% towards \$50,000 group term life insurance.

Tuition Reimbursement: Reimbursement is capped each calendar year at the rate of the California State University system for up to 2 semesters of full-time undergraduate enrollment.

Section 125 Plan: Allows employee to set aside funds to cover medical and dependent care expenses (pre-tax dollars).