

MAJOR FUNCTION

This is a working supervisory role that oversees, coordinates, and participates in the building and grounds maintenance and custodial activities at City electrical facilities. Work involves monitoring and maintenance of the facility's grounds, safety, and security components. Work requires the supervision of men, materials, tools, and equipment in construction and maintenance activities. Work is performed with considerable independence under the administrative direction of a higher-level employee. Work is reviewed through observation, conferences, reports, and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Manages the daily operation, maintenance, preservation, enhancement and security of the City electric facility grounds. Responds to and resolves complaints about graffiti on City electric facilities. Makes routine repairs or adjustments to maintenance tools and equipment. Arranges for contracted service providers to handle more serious or major problems and monitors their work for compliance to specified standards. Monitors electric facility grounds during normal operating hours and responds to emergencies after hours. Assists with Maintenance of Traffic set-up and operation as needed. Supervises and directs employees assigned to grounds keeping and custodial services, and actively participates in the work while it is in progress. Provides technical trade services such as fence repair and fence grounding repair as needed to preserve safety and security. Maintains tool inventory for the division. Participates in the employee selection process and provides input for performance evaluations and the approval or disapproval of merit increases. Performs related work as required. Ensures all safety procedures are adhered to. Recommends selection, advancement, transfer, discipline, dismissal and grievance adjustment for supervised staff. Conducts performance reviews and recommends the approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Recommends development and training opportunities for supervised staff and coordinates staff's attendance at same to insure uninterrupted work flow. Serves as a member of the Safety Committee. Performs special projects as assigned.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of the specific department methods, operating rules, and equipment of construction and maintenance; the types and use of electric equipment related to general construction and grounds maintenance; effective supervisory techniques. Knowledge of the special operating characteristics and maintenance requirements of electric facility grounds. Ability to plan, schedule and supervise personnel and equipment; ability to establish and maintain effective working relationships as necessitated by the work. Ability to understand and transmit oral and written instructions and to read working diagrams, sketches and simple blueprints. Ability to keep records and prepare reports. Ability to recognize and define electric safety, fire and general hazards. Ability to oversee and direct the work of others in a manner conducive to full performance and high morale. Skill in the use of computers and some associated programs and applications. Physical strength and agility sufficient to work out of doors, occasionally under adverse weather conditions.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and six years of skilled level experience in electrical construction or grounds maintenance in the area to which the position is assigned or another closely related area, including six months experience serving as a lead worker; directly related experience may be substituted on a year-for-year basis for the required education.

Necessary Special Requirements

At the time of appointment, must possess the appropriate State Commercial Driver's License (CDL) and endorsement(s) appropriate for the vehicle(s) to be operated; or must have passed the appropriate written CDL test/endorsement(s) and obtained a CDL permit and within 60 calendar days from date of employment, must obtain the appropriate CDL license as a condition for continued employment.

Established: 07-07-18