

**EL DORADO IRRIGATION DISTRICT**  
**Class Specification**

**CLASS TITLE: Fleet and Building Maintenance Supervisor**

**DEFINITION**

Under general direction plans, organizes, directs and supervises building and general services and Fleet Maintenance operations within the Finance Department; including purchasing and procurement of District building materials and fleet equipment, warehouse and mailroom operations, metal fabrication and welding, skilled building maintenance, hazardous materials handling, automotive and heavy equipment maintenance and repair, and other facilities maintenance and repair activities; and performs a variety of technical tasks relative to assigned area of responsibility.

**DISTINGUISHING CHARACTERISTICS**

The Supervisor level recognizes positions that perform full, first-line supervisory responsibilities including planning, assigning and evaluating the work of subordinates and is responsible for a program area within a work unit or department.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Finance Director. Exercises direct supervision over assigned technical and administrative support personnel.

**EXAMPLES OF ESSENTIAL DUTIES:** *the duties specified below are representative of the range of duties assigned to this class are not intended to be an inclusive list.*

Develops and implements goals and objectives related to assigned section; establishes schedules and methods for purchasing materials, equipment and services, stocking warehouse materials, and mailroom operations; and implements policies and procedures.

Plans, prioritizes, assigns, supervises and reviews the work of staff involved in purchasing materials, equipment and services, warehousing duties and mailroom operations, automotive and heavy equipment maintenance and repair, metal fabrication and welding, skilled building maintenance, purchasing and procurement, and other facilities maintenance and repair activities.

Assists Department Director in developing and administering section budget; prepares cost estimates for budget recommendations; submits justifications for District equipment, materials and supplies; monitors and controls expenditures.

Recommends to Department Director the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.

Reviews and authorizes District purchase orders and vendor invoice payments; approves and codes invoices for payment

## **CLASS TITLE: Fleet and Building Maintenance Supervisor**

Supervises and oversees building maintenance activities at District headquarters; provides project oversight to construction and renovations; and oversees District headquarter facilities.

Administers District surplus property program. Ensures timely disposal of surplus vehicles and equipment in accordance with District procedures, rules, and regulations.

Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for automotive and heavy equipment maintenance and repair, metal fabrication and welding, skilled building maintenance, purchasing and procurement, and other facilities maintenance and repair activities; implements policies and procedures.

Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.

Supervises individuals performing lead-based paint abatement activities specified in a lead-based paint abatement work plan.

Arranges for proper disposal of lead-based paint containing waste created during work activities.

Enforces lead-based paint abatement safe work practices to ensure worker safety and the protection of building occupants.

Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for equipment, materials and supplies; monitors and controls expenditures.

Represents the District with outside customers and groups and organizations; participates in outside community and professional groups and committees.

Analyzes and prepares justifications for vehicle and equipment life cycle replacement criteria.

Prepares specifications and bid documents for vehicles and equipment; reviews submitted bids and makes recommendations regarding award of contract.

Oversees the maintenance of a variety of logs, records, and files, including Biannual Inspection of Terminal (BIT) documents relative to the California Highway Patrol motor carrier regulations, and emission control documents relative to Bureau of Automotive Repair (BAR) standards for gasoline and diesel powered vehicles.

Oversight and compliance responsibility for El Dorado Air Quality Management District (AQMD) local permits such as Gen Sets, Paint Booth and portable equipment.

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Oversight and compliance responsibility for California Air Recourse Board (CARB) on highway and off-road equipment.

Oversees the Vehicle and Equipment Team (VET) activities and procedures related to vehicle and equipment operations.

Oversees Department of Motor Vehicles (DMV) licensing and registration of new vehicles.

Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

### **QUALIFICATIONS**

#### Knowledge of:

Principles and practices of fleet and building maintenance operations. Warehousing and inventory methods and procedures. Principles and procedures of price and cost analysis and procurement. Postal regulations and procedures. Equipment, tools and materials used in fleet maintenance and building maintenance. Principles and practices for the safe testing and removal of lead-based paints and coatings. Principles and practices of supervision, training and performance evaluations. Principles and practices of budget monitoring. Principles and practices of safety management. Practices of facilities maintenance. Pertinent local, State and Federal laws, ordinances and rules.

#### Skill/Ability to:

Organize, implement and direct purchasing, warehousing, facility maintenance, and mailroom operations/activities; fleet and building maintenance operations/activities. Interpret and explain pertinent District and department policies and procedures. Assist in the development and monitoring of an assigned program budget. Develop and recommend policies and procedures related to assigned operations. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. Supervise, train and evaluate assigned staff. Ability to maintain regular and predictable attendance. Ability to know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures. On a continuous basis, sit at desk and/or while driving for long periods of time; intermittently twist to reach equipment; perform grasping and fine manipulation; use modern office equipment; lift, pull, push and/or carry weight of 50 pounds or less.

#### Experience and/or Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**CLASS TITLE: Fleet and Building Maintenance Supervisor**

Experience:

Five years of increasingly responsible experience in fleet and/or building maintenance; including three years of supervisory responsibility.

Education:

Equivalent to an Associate's degree from an accredited college or university with major course work in business administration, public administration, or a related field.


**SPECIAL QUALIFICATIONS**

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Possession of a Class A California driver's license with necessary endorsements as required by District operations.

Possession of, or the ability to obtain, a Lead-Based Paint Supervisor Certificate from the California Department of Public Health (CDPH) highly desirable.

 _____ Human Resources Manager	<u>December 6, 2016</u> Date
Established: 08/18/2009 Revised: December 6, 2016 FLSA: Exempt Unit: Safety	