

EMPLOYMENT OPPORTUNITY



Maintenance Supervisor

Salary: \$ 30.86 - \$43.60 Hourly
Job Type: Full-Time
Department: Facilities
Benefits: Full Time Benefits Eligibility

The Position

Under general direction, plans, schedules, assigns, and reviews the work of Facilities maintenance staff within the Town of Apple Valley; coordinates, monitors, and provides technical input for assigned maintenance, construction, and repair projects and other special programs; provides technical assistance to the Parks and Receptions Manager; performs a wide variety of technical tasks relative to the maintenance and repair of Town infrastructure, facilities, and systems; and performs related work as required.

Job Functions

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the facilities work unit.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Monitors operations and activities of the facilities unit; recommends improvements and modifications and prepares various reports on operations and activities.
- Determines and recommends equipment, materials, and staffing needs for assigned maintenance projects; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- Monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in bid processes for repair and construction projects as necessary; develops requests for proposals; assists in selection of or selects appropriate contractor(s); assists in preparing or prepares contracts for maintenance services.
- Coordinates with and oversees contractors in providing contract facilities services; inspects contractors' work during performance and upon completion; processes invoices and billings for services.
- Performs the most complex facilities maintenance duties and provides technical assistance to crews.
- Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
- Maintains logs and records of work performed; prepares periodic reports for regulatory agencies.
- May oversee and inspect capital improvement projects, check plans, calculate fees, and apply conditions to projects.
- Responds to emergency situations as necessary.
- Performs other duties as assigned.

Qualifications

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

Equivalent to the completion of the twelfth (12th) grade and five (5) years of increasingly responsible experience in the construction and maintenance of Town infrastructure, facilities, and systems related to area of assignment, including two (2) years lead or supervisory experience. Prior experience in municipal facilities maintenance is highly desired.

License:

- Valid California class C driver's license with satisfactory driving record and automobile insurance.
- Aquatic Facility Operator's (AFO) Certificate or ability to obtain it within a timeframe specified by the Town.

Selection Process

A completed Town employment application is required by the close of recruitment, on **Thursday, October 31, 2019, at 5:30 p.m.** Application package is available at Town of Apple Valley, 14975 Dale Evans Parkway, Apple Valley 92307, or on our website at www.applevalley.org. Applications may be completed online, or mailed/delivered to 14955 Dale Evans Parkway, Apple Valley 92307. The Town of Apple Valley participates in the E-Verify program.