



Monterey Regional Waste Management District

Job Description

Position:	Site Maintenance Supervisor	FLSA Status:	Non-Exempt
Department:	Site Operations & Facilities	Position Status:	Full Time
Reports to:	Site Operations & Facilities Manager	Reviewed/Revised:	July 2016

DEFINITION

Under general supervision provides supervision, direction, and work scheduling for assigned groups defined below, in general District site maintenance ensuring proper maintenance and on-going operation of District equipment and facilities. Incumbents perform a wide variety of heavy duty labor and semi-skilled maintenance, repair, and construction work on District grounds, equipment, and facilities. Incumbents may perform specialized assignments in areas such as Landfill Gas Collection Systems, Leachate and Condensate Collection Systems, and the District's Materials Recovery Facility, including difficult and complex maintenance and operations work. An incumbent in this classification is expected to work normally scheduled and, at times, unusual shifts, weekends, evenings, holidays, and may be on standby status when required.

CLASSIFICATIONS DIRECTLY SUPERVISED

Senior Maintenance Worker, Maintenance Worker I/II, Laborer I/II

ESSENTIAL FUNCTIONS

The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement to address business needs and changing business practices.

- Supervise, train, coordinate, schedule, and inspect the work of assigned staff;
- Adjust subordinate work schedules based on weather and emergency maintenance and repair requirements;
- Recommend corrective actions and priorities for maintenance and repair of facilities;
- Review assigned projects and estimates labor, materials, and equipment requirements;
- Maintain an adequate inventory of materials and equipment to accomplish assigned projects;
- Patrol District site, enforcing ordinances and regulations governing use of facilities;
- Oversee special repair and maintenance projects including general facility maintenance, generator and water pump repair, and grounds maintenance;
- Respond to citizen complaints and requests for information;
- Perform a variety of general labor, semi-skilled tasks, and specialized work in the maintenance and repair of District grounds and facilities including basic electrical and plumbing repairs, rough concrete and asphalt work;
- Operate a variety of motorized District operations equipment including trucks, loaders, compactors, water truck, roll-off trucks, backhoes, forklifts, and other specialized equipment;
- Inspect equipment to discover need for maintenance or repairs;
- Identify hazardous materials and determine proper storage and disposition.
- Be the main point of contact for vendors; requisition and purchase materials and equipment.
- Assists management in the planning, design, estimating, and scheduling of projects.

DESIRABLE QUALIFICATIONS

Knowledge of:

- General laws, codes and regulations related to facilities maintenance and equipment.
- District policies and procedures and operations plans.
- Methods, procedures, and standard practices related to facility and grounds maintenance, programs, projects, and functions.
- Principles, methods, tools, equipment, and materials used in maintenance, repair, and construction .
- Proper care and maintenance of equipment and facilities.
- Characteristics, operation, and routine maintenance of motorized equipment and vehicles including loaders, trucks, and related equipment.
- Provisions of the California Vehicle Code relating to the operation of medium and heavy equipment and BIT qualified vehicles.
- Work safety methods and programs.
- Proper methods of grounds keeping including planting, cultivating, watering, and fertilizing turf, trees, and plants used on the landfill site; sprinkler system maintenance and repair.
- Principles of supervision, work direction, coordination, training, scheduling, and employee evaluation.
- All District positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other District employees, and have regular and reliable attendance and timeliness. Must show cooperation and respect to fellow employees and supervisors at all times.

Ability to:

- Plan, organize, direct, coordinate, train, evaluate, and supervise the work of staff involved in the maintenance and repair of the District facilities.
- Coordinate work schedules and priorities.
- Review work activities and operational problems, developing necessary changes.
- Develop, maintain, and update time and equipment usage records.
- Perform a wide variety of skilled work in the site and facility maintenance, repair, and construction assignments.
- Skillfully use and operate vehicles and motorized equipment including loaders, trucks and other equipment, and hand and power tools in the operation of District facilities.
- Perform heavy physical labor requiring strength, dexterity, and agility.
- Perform basic identification of hazardous materials and take appropriate action for storage and disposition.
- Effectively communicate both orally and in writing.
- Provide positive customer service on behalf of the District.
- Establish and maintain cooperative working relationships.
- Apply sound judgment in a variety of circumstances with or without specific instructions.
- Adhere to an assigned work schedule and meet District Attendance Standards.
- Demonstrate continuous effort to improve District facility operations.

Desirable:

- Specialized maintenance and repairs experience in areas of Landfill Gas Collection Systems, Leachate and Condensate Collection Systems, and a Materials Recovery Facility.
- Previous maintenance experience in the operation of a solid waste facility.
- Principles, methods, tools, equipment, and materials used in maintenance, repair, and construction work in solid waste management operations, a landfill site, and/or a materials recovery facility.
- Methods for identification and disposition of hazardous waste materials.
- Bilingual in English/Spanish

EDUCATION/TRAINING/EXPERIENCE

Any combination of experience, education, or training that demonstrates the applicant has the leadership competencies necessary to fulfill the job requirements. A typical way to obtain the required knowledge and abilities would be: Five (5) years of work experience in the maintenance and repair of a public works (landfill) site, buildings, and facilities (comparable to that of the Monterey Regional Waste Management District job classification of Senior Maintenance Worker), OR An Associate Degree or Military experience and two (2) years of progressively responsible senior level supervisory work experience performing a broad range of maintenance and facilities activities. High School Diploma required.

Special Requirements:

- Possession of a current California Driver's License issued by the State Department of Motor Vehicles.
- Compliance with established District vehicle operation standards, including on-going insurability to drive District vehicles, are conditions of employment.
- Incumbent must obtain a California Class B, with appropriate endorsements, as determined by the District, within six months of employment.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and mental demands described here and the work environment 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 - Frequently stand and walk; sit for extended periods; stoop, kneel or crouch to pick up or move objects; physical ability to perform heavy physical labor; walk for long distances and on sloped ground and uneven surfaces; lift and move objects weighing up to 75 pounds without assistance and heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; ability to operate motorized landfill maintenance equipment such as a roll-off truck, water trucks, and loaders.

Mental Demands - While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex policy and operational problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; interact with members of the public and all levels of District staff, contractors and vendors.

Work Environment - Work is performed both indoors and outdoors in varying temperature, weather, and humidity conditions; work is performed in an environment with constant noise; exposure to grease, unpleasant odors, hazardous materials, fuel, oil, solvents, paint, trash, landfill gas, dirt, dust, condensate and leachate; exposure to moving vehicles and equipment; exposure to electrical current; may wear special protective clothing and equipment.

ACKNOWLEDGEMENT

I verify that I have received a copy of the job description and I understand the requirements of this position.

Employee Signature

Date

Employee Name – Please Print