

## MAINTENANCE CHIEF

**SUMMARY:** Under limited direction, supervises subordinate supervisors, team leaders or workers in the maintenance of the City's parks and irrigation systems, utility infrastructure, including construction, repair and maintenance of wastewater collection systems, water distribution systems, treatment plants, and/or lift stations; and performs related duties as assigned.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

**DUTIES AND RESPONSIBILITIES:** *(which are not in any hierarchical order)*

1. Interviews, trains, motivate, assigns and evaluates work, and recommends disciplinary action according to established City procedures. Conducts performance appraisals.
2. Supports and actively promotes the City's safety programs.
3. Performs regular site inspections or responds to citizen notification of cave-in or roadway depressions to avoid incident or injury.
4. Supervises subordinate supervisors, team leaders or work crews in the construction, maintenance, and repair of the City's parks and utility infrastructure including: water distribution, stormwater, wastewater collection or irrigation systems, treatment plants, and/or lift stations.
5. Oversees and inspects contract work.
6. Plans, schedules, selects or approves, and requisitions necessary equipment and related supplies. Maintains inventory of necessary parts and equipment.
7. Oversees all work in progress to ensure quality, timeliness and safety.
8. Schedules preventive maintenance on a regular schedule.
9. Maintains inspection and repair records.
10. Develops, recommends, and monitors the operating budget for area of responsibility.
11. Investigates and coordinates a response to citizen questions and complaints.
12. Assists or participates in performing maintenance and repair work as necessary.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of applicable federal, state and local laws, ordinances, statutes, regulations, rules, policies and procedures related to area of responsibility.
- Knowledge of construction blueprints and stormwater drainage maps, plat sheets and survey stakes.
- Knowledge of streets and drainage construction and maintenance principles and practices.
- Knowledge of the principles, practices and procedures of grounds, parks and facilities maintenance.
- Knowledge of ground and underground utilities and how to identify hydraulic and water pressure operated equipment.
- Knowledge of supervisory methods and techniques.
- Knowledge of personnel principles and practices.
- Skill in supervising, evaluating, training and motivating employees.
- Skill in scheduling and prioritizing manpower and projects.
- Skill in reading maps, engineering drawings or blueprints.
- Skill in researching and gathering information related to vendors, contractors, equipment and supplies.
- Skill in resolving day-to-day questions and problems regarding equipment, materials, methods, and procedures needed to complete projects.
- Skill in analyzing information of considerable difficulty and drawing valid conclusions.
- Skill in maintaining inspection records.
- Skills in proper use of tools, chemicals, equipment, machinery and techniques in the construction, maintenance and repair of streets, water distribution or irrigation systems, sewer mains, laterals, and manholes.
- Skill in operating equipment such as electric, gas powered and manual hand tools, blowers, mowers, tractors, hedge trimmers, trucks and bobcats.

**MAINTENANCE CHIEF**

- Ability to establish and maintain effective working relationships with City staff and the public.
- Ability to communicate effectively, both orally and in writing.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves supervising or performing moderate to heavy work in all types of weather. There is occasional need to stand, stoop, walk, lift heavy objects (up to 50 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

**MINIMUM QUALIFICATIONS:** High School diploma and five (5) years experience in maintenance of grounds and irrigation systems, utility or infrastructure systems, including one (1) year of lead work or supervisory experience, or any equivalent combination of training and experience. A valid Florida driver's license is required. Commercial driver's license, Class B, and/or specific certification may be required depending on area of assignment.