

Uintah County

Job Description



Title:	Maintenance Supervisor	Code:	114
Division:	Operations	Effective Date:	3/07
Department:	Western Park	Last Revised:	3/07
FLSA Cat:	Exempt	Pay Grade:	24

GENERAL PURPOSE

Performs a variety **first-line supervisory and skilled** duties as needed to plan, organize, coordinate and participate in the day-to-day maintenance of the Western Park facilities including, indoor arena, race track, ice rink, amphitheater, RV park, holding corrals, pavilion, concession buildings and convention center.

SUPERVISION RECEIVED

Works under the general supervision of the Western Park Manager.

SUPERVISION EXERCISED

Provides close to general supervision to Maintenance Technician(s) II and I.

ESSENTIAL FUNCTIONS

Provides day-to-day oversight of maintenance needs for all Western Park facilities and arena; surveys facilities to determine project needs and establishes work priorities; assigns daily work projects to Maintenance Technician staff; creates maintenance and custodial cleaning schedules to include painting, waxing, lighting, heating, air conditioning, tile, carpet, etc.; instructs in application of deodorizers, sanitizers, etc.; ensures proper kitchen maintenance including grills, tables, chairs, fryers, etc.

Manages crews; determines work schedules, monitors performance; makes recommendations affecting employee status including, hiring, retention, advancement, etc.

Monitors maintenance and custodial supplies and ensures sufficient inventory of materials, equipment, chemicals and related products; determines purchasing needs, establishes relationships with vendors and suppliers; orders and purchases as needed.

Oversees and participates in environ maintenance and upkeep; directs landscaping operations related to planting and grooming of lawns, planting beds, trees, shrubbery; oversees and participates in installation and maintenance of sprinkler systems, timers, etc.; directs and participates in the application of fertilizers and pesticides; operates ATV with mounted spraying equipment to perform weed control spraying.

Ensures timely maintenance, preparation and grooming of arena in anticipation of various scheduled events; meets specifications for various events, i.e., team roping, barrel racing, rodeo, roping, demolition derby, motocross, etc.

Maintains horse racing track; grooms track area ensuring level surface; ensures proper water content of dirt track; ensures safety rails and properly maintained and in good repair; maintains starting gate and related electronics; sets up stalls to temporarily house animals during racing events, rodeo, auctions or for private use.

Attends to locksmithing duties; acts as controller for the management and distribution of facility keys; checks keys out and in to users and staff; changes locks and re-keys locks as needed; ensures proper operation of security alarm system; tests fire alarms and ensures proper location of extinguishers according to public facility fire codes and fire prevention standards.

Maintains facility sound systems; directs and participates in the installation and operation of sound equipment including microphones, cords, amplifiers, wireless components and filtering equipment; ensures timely setup and operation for scheduled events.

Oversees maintenance of Ice Rink; ensures proper making of ice, monitors ice grooming and operation of Zamboni equipment; monitors and schedules cleaning of restrooms and general patron facilities.

Oversees repair and preventative maintenance of equipment, i.e., tractors, unloader, forklift, backhoe, grader, dump truck, ATV's, lawn mowers, spraying equipment, etc.; orders replacement parts as needed.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience
 - A. Graduation from high school; plus, specialized training provide through trade or technical school related to the maintenance and construction fields, facilities management, construction management;
 - AND
 - B. Six (6) years of progressively responsible experience in building construction or building maintenance requiring skill in carpentry, plumbing, electrical wiring, painting and other related fields;
 - OR
 - C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of plumbing methods and practices; general architectural engineering principles and practices; legal environment associated with building operations, i.e., OSHA and ADA; facilities maintenance; HVAC, carpentry, mechanical and electrical equipment; current methods, principles and practices of building construction, maintenance and repair; equipment and materials used in construction and maintenance operations; price trends and grades or quality of materials and equipment; hazards and safety precautions common to municipal maintenance and repair activities; legal environment related to safety and risk management practices and principles; current building codes, standards. **Working knowledge of** principles of supervision and leadership.

Skill in the use of power and hand tools associated with diverse facilities maintenance functions.

Ability to follow verbal and written instructions, maintain safety and risk management standards; maintain effective preventive maintenance programs; keep operating records and prepare reports; read and understand blueprints; establish and maintain effective working relationships with employees, other agencies and the public; communicate effectively verbally and in writing in the English language.

3. Special Qualifications:

Must possess a valid Utah Commercial Drivers license (CDL).
Must be available for 24 hour emergency call out.

4. Work Environment:

Incumbent of the position performs typically in an indoors setting or shop with appropriate climate controls. Some outdoor work is required in the completion of various projects. Tasks require variety of physical activities, generally involving muscular strain, related to walking, standing, stooping, sitting, and reaching. Lifting requirements frequently in excess of 75 pounds. Occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. Hand-eye coordination is necessary to operate power tools and equipment. Essential functions require talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)