

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 6544

TITLE: SENIOR MAINTENANCE SUPERVISOR

GRADE: S-19

DEFINITION:

Under direction, supervises a large group of subordinates and/or contractors engaged in the inspection and maintenance of wastewater and stormwater collection systems, public facilities, housing units and/or grounds; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The incumbents in this class are first line supervisors.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Plans work schedules, assigns work to crew chiefs, maintenance supervisors and work crews and determines the priority of work projects based on pending work orders and citizen complaints;

Monitors crew activities in the field;

Dispatches work crews and coordinates work with other County or state agencies and/or contractors;

Inspects sewage systems, plant operating areas, or facilities/housing units to ensure proper operation and/or adherence to safety regulations/aesthetic standards;

Determines necessary repairs and estimates necessary manpower, materials, supplies and equipment for work to be contracted, writes specifications, administers contracts, and provides field supervision of contractors;

Maintains inventory of material, supplies, and equipment;

Prepares/maintains records of work performed by crews/contractors including materials utilized;

Supervises subordinate employees including coaching, counseling, training and evaluations ;

Ensure safety programs are implemented and communicated and work complies with all safety regulations;

Serves as main point of contact on work crews for citizens and residents;

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Knowledge of the practices, methods, materials, equipment and tools used in the repair and maintenance of sewer lines, facilities, housing, and/or grounds;

Knowledge of contracting procedures;

Knowledge of safety regulations and practices applicable to the particular area;

Ability to plan and supervise the work of a large group of subordinates and to oversee the work of contractors;

Ability to operate heavy vehicles and equipment;

Ability to supervise and train others in the operation of a variety of heavy vehicles and equipment;

Ability to communicate effectively both orally and in writing;

Ability to use personal computers, word processing, spreadsheet software and database applications to prepare reports, documents and keep records;
Ability to maintain good working relationships with co-workers, contractors, citizens groups, residents and other State and County agencies.

EMPLOYMENT STANDARDS:

Any combination of education, training, and experience equivalent to the following:
High School diploma or G.E.D. issued by a state department of education, PLUS three years of related experience;

PLUS one year of experience at the supervisory level OR completion of an Agency approved supervisory development program OR completion of the Fairfax County Supervisory Competency Certificate as revised for Maintenance and Trades.

CERTIFICATES AND LICENSES REQUIRED:

Must have and maintain a valid Motor Vehicle Driver's License.

Contingent upon area of assignment, some positions in this class may require a Commercial Driver's License and may be required to provide copies of driving record periodically for verification of driving status.

NECESSARY SPECIAL REQUIREMENTS:

Some positions may require overtime and be subject to 24 hour emergency callback.

ES REVISED: November 1, 2011

REVISED: August 25, 2009

REVISED: October 10, 1988