

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 6546

TITLE: MAINTENANCE SUPERVISOR **GRADE:** S-17

DEFINITION:

Under direction, to supervise subordinates engaged in the maintenance of sewer lines, public facilities, housing units and/or grounds; and to do related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class is a full supervisory class overseeing and managing crews doing grounds, building and utility maintenance work.

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.)

Inspects or maintains sewer systems, residential complexes, large County facilities, and grounds to ensure proper operation and/or adherence of safety regulations;

Analyzes and responds to citizen requests and complaints;

Initiates or recommends action;

Assigns, dispatches, coordinates and supervises crews and/or contractors in completion of maintenance work; Coordinates work with county and/or Virginia Department of Transportation staff as necessary;

Conducts field inspections of work in progress;

Maintains records of maintenance/repair requests, inspections, and evaluations;

Prepares reports;

May be responsible for equipment operation, maintenance, inventory, and/or requisition.

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 methods, equipment and supplies used in repair and maintenance of sewer lines, facilities, housing, and/or grounds;

Knowledge of relevant safety regulations;

Ability to plan and supervise the work of small crews of laborers/contractors;

Ability to follow written and oral instructions;

Ability to keep records and prepare reports.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:

High school diploma or G.E.D. issued by a state department of education, PLUS two years of experience in sewer line construction/maintenance, facilities, housing, and/or grounds inspection/maintenance;

PLUS one year of experience as a crew leader in the appropriate job specialty OR completion of an Agency approved supervisory development program OR completion of the Fairfax County Supervisory Competency Certificate as revised for Maintenance and Trades.

REFORMATTED/ES REVISED: November 1, 2011
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