

Position Code: 4245	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 7

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise personnel and oversee installation, modification, operation, and/or maintenance of City structures, grounds, facilities, fixtures, and equipment. The class is responsible for assisting supervisor, reviewing work assignments, planning work, securing materials, tools, and equipment, assigning and overseeing work, assisting with budgets, contracts, or other administrative functions, and completing work related logs, forms, and reports. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Supervises employees including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Monitors and reviews work assignments and determines resources required such as workers, materials, tools, and equipment; secures and prepares resources to complete work requirements.
- Inspects structures, grounds, facilities, fixtures, and equipment to identify required work.
- Plans and schedules work and issues assignments, routes, or other work related details.
- Oversees work, ensuring compliance with safety requirements, laws, policy, and procedures.
- Advises and assists subordinates with technical information and guidance.
- Coordinates with other departments or divisions on complex projects or other matters of mutual concern.
- Assists with contract specifications or preparation; monitors or inspects contractor performed work to ensure contract compliance.
- Maintains logs, forms, and records, to record timekeeping, material expenditures, equipment status, and other work-related information.
- Performs administrative functions such as preparing or assisting with budgets, compiling reports, maintaining personnel records and forms, assisting subordinates with problems, interacting with customers or the public to resolve problems, accounting for funds, and maintaining stocks of parts and materials.
- Attends or conducts staff meetings to exchange information; attends, and schedules others to attend in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
Reasoning Requirements	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
Mathematical Requirements	Uses basic algebra involving variables and formulas, basic geometry involving plane and solid figures such as circumferences, areas, and volumes, and computes discounts, interest rates, ratios, and percents.
Language Requirements	Reads technical instructions, procedures manuals, blueprints, and charts to solve practical problems; speaks informally to groups of co-workers and staff; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.

Mental Requirements	Performs specialized technical and professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
Decisions/Supervisory Control	Directs actions of others, making decisions almost constantly, affecting subordinates, coworkers, and the general public.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in a construction, mechanical or electromechanical trade, or a closely related field.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of four years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards; CDL and special skills or equipment certification may be required.
Special Requirements	Performance of essential functions may require exposure to confined spaces. Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.