



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Crew Supervisor - Tradesman	DEPARTMENT: Public Works
IMMEDIATE SUPERVISOR: Refuse Superintendent	GRADE/RANK: Grade 14
	FLSA/ESSENTIAL STATUS: Non-exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Performs routine administrative work, supervises the maintenance and repair of all city facilities. Coordinates services for special events. Oversees contracted services for facility maintenance, repair and minor construction.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Responsible for maintenance and repair of city facilities including assigning work requests and crews, ensuring that all operational standards and applicable building, electrical, plumbing and mechanical codes are met;
- General working knowledge for building related systems such as electrical, plumbing, mechanical/HVAC, fire alarm, sprinkler, security systems, structural, and all related local, state and federal codes;
- Inspects facilities annually for general condition and compliance with National Fire Protection Association (NFPA), Occupational Safety & Health Administration (OSHA) and all applicable codes and regulations;
- Interprets prints, specifications, technical manuals and other facility related documents;

- Supervises tradesman including daily monitoring of employees, discipline for offenses and conducting performance evaluation;
- Discusses job requirements and needs with superintendent to ensure supplies, equipment and resources are available and in good working order;
- Manages and adjusts work assignments to ensure emergency and urgent services are expedited in a timely and efficient manner;
- Trains and/or organizes training to ensure all staff is properly trained on personnel and departmental policies, safety standards, OSHA standards and others as need for safe daily departmental operations;
- Responsible for ensuring compliance with all environmental laws and regulations as they pertain to facility maintenance operations;
- Reports all workers compensation, accidents and other incidents promptly and accurately according to city policy;
- Reports and/or documents all safety and equipment concerns and problems to superintendent with recommendations on action need to correct;
- Requisitions equipment and materials;
- Assists superintendent in development of departmental budget;
- Processes purchase orders, work requests, time/labor and equipment records by computer and/or paper according to city standards in an accurate and timely manner;
- Trains and instructs subordinates in proper building maintenance procedures and techniques;
- Coordinates and oversee work with building occupants, contractors and vendors;
- Responds to facility complaints and work requests;
- Assists in interviewing, selection, and training of new employees;
- Interprets departmental and City policies and procedures for employees;
- Maintains up-to-date records of facility complaints and concerns and remediation efforts pertaining to building related issues;
- Works with other department on projects such as special events and snow removal as needed;
- Performs duties and assignments as a general tradesman as needed;
- Assigned On-Call duties monthly to cover maintenance requirements and emergencies after hours, weekend and holidays and;
- Performs other related duties as assigned by superintendent.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of facility maintenance, repair and minor construction;
- Thorough knowledge of building systems and components;
- Knowledge of equipment, and general hand/power tools;

- Knowledge of occupational hazards, Safety Data Sheets (SDS) and departmental safety precautions;
- Ability to accurately prepare records and reports;
- Knowledge of effective supervision principles;
- Knowledge of basic computer skills in Microsoft Word, Excel and Outlook and;
- Ability to maintain effective communications with co-workers, subordinates, and city employees.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school; working knowledge of facility systems and components; supervisory experience; tradesman certification or equivalent experience in the facility maintenance or tradesman fields.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license issued by the Commonwealth of Virginia with and a good driving record. May be required to work Saturdays, week-ends and holidays depending on City activities, special events and On-Call Requirements. Position may be required to work in all weather conditions including extreme heat, cold, snow, ice and rain. Working knowledge of facility maintenance, applicable codes and regulations.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This is physical work requiring the exertion of up to 30 pounds of force frequently to move and load objects and some heavy work requiring the exertion of up to 50 lbs of force occasionally. Work requires frequent bending, squatting, kneeling, climbing, and reaching above shoulders. Work requires frequent repetitive tasks using gross and fine motor skills for hands and feet (operating clutch, levers, and knobs). Vocal communication and hearing is required for expressing or exchanging information and instructions by means of the spoken word; visual acuity is required for driving, operation of machines, observing surroundings and activities and ensuring safe traffic conditions. The Work is subject to adverse environmental conditions including extreme cold and extreme heat, noise, vibrations, hazards, etc.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Position supervises Building Maintenance crews including 3 full time and 1 part time tradesmen. Oversees the maintenance and repair of city facilities and contracted services.

EXAMPLES OF EXPECTED DECISION MAKING:

Responsible for determining the necessary resources to accomplish work task objectives; responsible for identifying maintenance and repair requirements; develops scope of work for contract requirements; develops schedules and priorities to execute work; assigns equipment and resources to execute work.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Crew Supervisor-Tradesman will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Public Works and Chief Human Resources Officer

Revised Date: 2019