



City of Brunswick Job Description

Job Title:	Maintenance Supervisor	FLSA:	Exempt
Department/Div:	Recreation and Parks	EEO-4 Code:	Serv
Reports to:	Recreation and Parks Director	Date:	08/04/2023
Supervises:	Crew Leader & Custodian		
Salary:	\$18.82/hr		

JOB SUMMARY

General Description: The Maintenance Supervisor is responsible for supervising the department's facilities maintenance and equipment support operations and performs semi-skilled or unskilled work associated with maintenance of buildings, equipment, grounds, and related facilities within an assigned department of the city.

Essential Functions: The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

MAJOR DUTIES

- Supervises and assists with general repair and maintenance work on city parks and recreation facilities, equipment, grounds; performs semi-skilled and manual work involving building maintenance, building construction, electrical/mechanical maintenance, custodial maintenance, grounds maintenance, other projects within the assigned department.
- Supervises and assists with various tasks involving grounds maintenance, or landscaping projects; mows grass and edges landscaped areas; plants and maintains trees, shrubs, and flowers; waters flowers, grass, and landscaped areas; trims trees, hedges, and shrubs; cuts down trees and tree limbs; spreads pine straw and other grounds materials; applies seed, fertilizer, and herbicides; rakes and disposes grass clippings, brush, and other materials; blows leaves/debris from sidewalks; picks up and disposes of debris/litter from grounds and parking lots.
- Inspects/test machinery, equipment, and parts for proper operations; makes adjustments, repairs or replacements; reports problem situations to the Parks and Recreation Director.
- Monitors inventory levels of department supplies and materials; ensures availability of adequate supplies, tools, and materials to conduct work activities; initiates requests for new/replacement materials.
- Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.
- Skill in the operation of heavy equipment.
- Prepares or completes various forms, reports, correspondence, daily work sheets, inspection sheets, building assessments, service records, maintenance records, inventory records, charts, or other documents.
- Receives various forms, reports, correspondence, work orders, service requests, service/maintenance records, inspection reports, chemical labels, service manuals, parts manuals, diagrams, blueprints, maps, building codes, policies, procedures, rules, regulations, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Communicates with supervisor, other departments, employees, contractors, utility companies, vendors/suppliers, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Maintains a current knowledge of applicable laws, regulations, methods, and procedures; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

- Conducts various errands as needed.
- Provides assistance to other employees as needed.
- Performs other related duties as required.

GUIDELINES

Guidelines include the city code of ordinances, relevant state and federal regulations, the Manual on Uniform Traffic Control Devices, and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied supervisory, maintenance, and equipment operation duties. The variety of work to be performed contributes to the complexity of the position.
- The purpose of this position is to supervise facilities maintenance and equipment support operations. Success in this position results in well-maintained city streets, facilities, utilities, and infrastructure.

CONTACTS

- Contacts are typically with co-workers, other city employees, contractors, vendors, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, or stooping. The employee frequently lifts light and occasionally heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, and grease. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over assigned personnel within an area, department, or unit. Direct supervision typically involves the ability to manage schedules, performance, and the interpersonal issues of other employees. It may involve the ability to recommend changes to work priorities or strategies within an area, department, or unit.

MINIMUM QUALIFICATIONS

- High school diploma or GED; supplemented by 2 years previous experience and/or training involving general maintenance, general building trades, road construction/maintenance, grounds maintenance, equipment operation, and/or maintenance work in area of assignment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license.
- Previous supervisory experience in a similar environment.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

***The City of Brunswick offers a competitive salary with an excellent benefit package.
The City of Brunswick is an Equal Opportunity and E-Verify employer.***