

Title: Supervisor, Maintenance and Construction
Cost Center: 531
Date: 3/25/12
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GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Basic education with additional courses in the areas of plumbing, carpentry, or electrical. Possession of an appropriate, valid driver's license. Must maintain an insurable driving record. Ability to obtain a valid commercial driver's license within six months of employment.

EXPERIENCE:

Three years experience in maintaining building and grounds: including general construction, remodeling, electrical, plumbing, and masonry. Supervisory experience preferred.

SKILLS:

1. Mechanical aptitude
2. Basic carpentry, electrical repairs and installation, concrete, and plumbing
3. Basic design, blueprint reading and working the architects/engineers.
4. Good organizational skills
5. Good listening skills
6. Good oral and written communications skills
7. Ability to train and supervise others

MENTAL REQUIREMENTS:

1. Ability to prioritize work projects
2. Ability to analyze needs and assist in building design to fit the needs
3. Ability to read and understand technical manuals for small equipment
4. Ability to read and understand blueprints
5. Ability to work on several projects at one time
6. Ability to learn new materials and systems
7. Ability to follow verbal and written instructions
8. Ability to work under distracting conditions
9. Ability to use judgement, tact and diplomacy when dealing with co-workers, other city employees and outside contractors
10. Alpha and numeric recognition

PHYSICAL REQUIREMENTS:

1. Ability to work in extreme environmental conditions
2. Exposure to noisy conditions
3. Ability to operate city cars, trucks and golf carts.
4. Ability to operate various hand tools and power equipment.
5. Ability to operate heavy equipment, such as front-end loader and backhoe.
6. Ability to visually inspect work sites.

SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct: Part-time and seasonal employees

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

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ESSENTIAL FUNCTIONS

ACTIVITY	DURATION	DESCRIPTION
Standing	Frequent	even / uneven surface
Walking	Frequent	even / uneven surface
Sitting	Occasional	misc. tasks could require sitting postures, driving
Driving	Occasional	motor vehicle operation, track hoe, skid loader, dump truck
Bending	Occasional	various postures required to complete requirements
Stooping	Occasional	various postures required to complete requirements
Twisting	Occasional	various postures required to complete requirements
Kneeling	Up to Frequent	various postures required to complete requirements
Squatting	Up to Frequent	various postures required to complete requirements
Crawling	Occasional	various postures required to complete requirements
Stairs	Occasional	misc. tasks require stair usage
Ladders	Occasional	misc. tasks require ladder usage

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Feed Bags	50 lbs	Ground to Chest	variable	occasional	Two- hand lift
Feed Buckets	15 lbs	Ground to Chest	variable	occasional	One or Two- hand lift
Hay Bales	70 lbs	Ground to Overhead	variable	occasional	Two hand lift, use knee to "buck" bale
Oral Larvacide Block	33 lbs	Ground to Chest	variable	occasional	One or Two- hand lift
Leaf Blower	20 lbs	Ground to Shoulder	variable	occasional	Strap to back for use daily
Various Long Hand Tools	<5 lbs	Ground to Chest	variable	occasional	Shovel, broom, rake, pitch fork, etc.
Concrete bags	80 lbs	Ground to Waist	variable	occasional	
Air Compressor	135 lbs	Ground to 30 in.	variable	occasional	2 person lift load/ unload in to small t
5- gallon bucket of paint	54 lbs	Ground to Waist	variable	occasional	For painting as needed
Various tools	<5 lbs	variable	variable	Frequent	use of hand tools daily as needed

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Feed Bags	50 lbs	10 feet	variable	occasional	From bag pile to feed bin
Feed Buckets	15 lbs	0- 30 feet	variable	occasional	From feed bin to truck, truck to an
Hay Bales	70 lbs	10 feet	variable	occasional	Move bale from pile to loft opening
Oral Larvacide Block	33 lbs	0- 30 feet	variable	occasional	Barn to truck, truck to animal
Various Long Hand Tools	<5 lbs	0- 30 feet	variable	occasional	Carry while using in barn
Concrete bags	80 lbs	0- 10 feet	variable	occasional	
Leaf Blower	20 lbs	3000- 4000 ft.	variable	occasional	Daily walk around facility

PUSHING	FORCE	FRQUNCY/DUR	DESCRIPTION
Barn Door	40 lbs	occasional	To open/ close barn door
Various lawn machines	n/ m	occasional	Lawn mower, tiller, air compressor, etc.

*the push/pull force to use various lawn machines will vary considerably depending on ground composition and grade, unable to determine an average force measurement.

PULLING	FORCE	FRQUNCY/DUR	DESCRIPTION
Barn Door	40 lbs	occasional	To open/ close barn door
Various lawn machines	n/ m	occasional	Lawn mower, tiller, air compressor, etc.

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*the push/pull force to use various lawn machines will vary considerably depending on ground composition and grade, unable to determine an average force measurement.

REACHING	DURATION	DESCRIPTION
Above Shoulder Height	occasional	to reach top shelf of storage cabinet
At Shoulder Height	occasional	for various tools
Below Shoulder Height	occasional	variable depending on animal care requirements
Below Waist	occasional	variable depending on animal care requirements
Below Knee	occasional	variable depending on animal care requirements

FINE MOTOR	DURATION	DESCRIPTION
Gripping	frequent	type of job / tool dependent
Pinching	frequent	type of job / tool dependent
Wrist Flexion & Extension	frequent	type of job / tool dependent
Wrist Lateral Deviations	frequent	type of job / tool dependent
Pronation & Supination	frequent	type of job / tool dependent