



City of Tempe

ENGINEERING & TRANSPORTATION SUPERVISOR – MAINTENANCE & OPERATIONS

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	579	<i>Department:</i>	Engineering & Transportation
<i>Employee Group:</i>	TSA	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Community Services Supervisor – Maintenance & Operations
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes

Click [here](#) for more job classification information including current salary range

REPORTING RELATIONSHIPS

Receives direction from an assigned area manager and/or other managerial staff.

Exercises direct supervision over assigned staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three (3) years of experience in the maintenance of infrastructure systems, at least two (2) years of which must be in the area of assignment: transportation, contract oversight, or facility maintenance. Two (2) years of supervisory or lead responsibility.
<i>Education:</i>	Equivalent to completion of an associate degree supplemented by accredited technical training in a specialty related to the core duties of the position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> • Possession of a valid driver’s license. • Depending on area of responsibility, may be required to obtain within 180 days of hire, an Arizona Structural Pesticide Applicator License in categories 3 and 4 or a Certified Applicator Golf (PUG) in Ornamental & Turf category (B2).

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To plan, assign, supervise and coordinate the maintenance of the City’s infrastructure systems, including but not limited to

landscaping, parks, baseball spring training facilities, cemetery, golf courses, facilities, right-of-way, and equipment.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- Select, train, motivate, track, assign, and oversee the work of staff; establish schedules and methods for work performed; and ensure adherence to proper workgroup procedures and policies;
- Review organizational goals and objectives; establish and discuss job duties and performance expectations; set performance goals;
- Recommend and assist in the implementation of organizational goals and objectives and implement policies and procedures;
- Observe and enforce the requirements of Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations, relating to CDL license holders in the performance of safety-sensitive functions and the use and/or misuse of alcohol and controlled substances;
- Determine equipment and supply needs; evaluate and monitor equipment performance; requisition supplies and materials; and make routine and emergency purchases as required;
- Participate in preparation of the workgroup budget; monitor, review, approve and control expenditures including purchases;
- Coordinate workgroup activities with other divisions, other city departments, and with outside agencies;
- Act as a support to citizen advisory boards, commissions and committees;
- Operate and maintain data in various computerized systems and accurate records of work performed, materials used, and associated work;
- Administer, enter, prioritize, assign, update and evaluate service work order requests in the Computerized Maintenance Management System (CMMS).
- Respond to requests and inquiries from the general public;
- Identify areas needing repair and maintenance, and take corrective action;
- Oversee and participate in all related aspects of maintenance for assigned area;
- Develop, administer and monitor preventative maintenance programs.
- Schedule and supervise the testing and preventative maintenance of a variety of equipment
- Inspect the work of maintenance contractors, prepare inspection reports, maintain records of all areas maintained under contract, and ensure proper compliance with contract conditions.
- Ensure proper records, daily logs, and inventories of restricted use and/or other chemicals are in compliance with regulating agency;
- Develop guidelines and requirements for projects, including reviewing and approving new construction plans; prepare specifications for maintenance contracts on new facility areas; inspect the work of maintenance contractors; prepare inspection reports and maintain records of all areas maintained under contract; and ensure proper compliance with contract conditions;

- Operate equipment as required utilizing proper safety precautions related to all work performed;
- Negotiate resolutions of problems and contractual agreements, both internal and external to the organization;
- Establish and maintain cohesive and effective working relationships with facility patrons and contracted users of specialty facilities as well as the general public;
- Oversee volunteer program in appropriate work areas; monitor volunteer work assignments and projects; review work product along with methods and procedures;
- Provide pro-active performance planning utilizing performance management tools;
- Perform related duties as assigned.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ: Competencies](#)

JOB DESCRIPTION HISTORY

Effective October 2019 (Reorg from PW – update job title and moved to Eng & Transp Dept)

Revised April 2023 (update experience to Eng & Transp specific)

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Engineering & Transportation Supervisor - Maintenance & Operations

Job Code: 579

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

	Never 0% of time	Occas. 1-35% of time	Freq. 36-65% of time	Contin. 66-100% of time
ENDURANCE				
Sit			X	
Stationary / Stand		X		
Move / Traverse			X	

WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*	X			
Electrical*	X			
Power Tools*	X			
Hand Tools*	X			
Personal Protective Equipment*	X			
Fumes	X			
Computer Software			X	
Chemicals		X		

ENVIRONMENT				
Indoors			X	
Outdoors		X		
Working in or around water		X		
Extreme Heat		X		
Extreme Cold	X			
Office Setting			X	
Confined Spaces	X			
Excessive Noise**	X			
Heights	X			
Sewage Exposure	X			
Bodily Fluid Exposure	X			

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	X	
Distance (clear vision at 20 feet or more)	X	
Color (ability to identify and distinguish colors)	X	
Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)	X	
Peripheral (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)	X	
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)	X	
No Special Vision Requirements	X	

Maximum LIFT / CARRY	Lift	Carry
5-25lbs		
26-50lbs	X	X
51-75lbs		
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs		
26-50lbs	X	X
51-75lbs		
76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat	X	
Kneel / Crawl		X
Above Shoulder Level	X	
Below Shoulder Level	X	
Repetitive Arm Use		X
Repetitive Wrist Use		X
Repetitive Hand Use		X
Climb Stairs / Ladders		X
Neck Range of Motion		X
Traverse Uneven Surface	X	
Traverse Even Surface	X	

ADDITIONAL CONSIDERATIONS:
- May work alone for extended periods of time.

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**** Hearing test is required**