



**CLASS SPECIFICATION**  
**Maintenance and Operations Coordinator**

<b>CLASS SERIES</b>	<b>BAND/GRADE/SUBGRADE</b>	<b>FLSA STATUS</b>
Maintenance and Operations	B24	Non-Exempt

**CLASS SUMMARY:**

This class is the third in a four-level Maintenance and Operations series. Incumbents provide supervision for maintenance and trades staff in an assigned area related to traffic control, landscaping, construction, streets, sidewalks, gutters and/or parks.

**DISTINGUISHING CHARACTERISTICS:**

This class performs first-line supervision and planning/oversight of day-to-day work activities and operations of a semi-skilled or skilled crew, including participating in the development of unit goals, objectives and procedures; and troubleshooting and repair of more complex issues.

**ESSENTIAL DUTIES:**

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

- Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination and disciplinary recommendations.
- Operates, inspects, maintains, troubleshoots and repairs complex equipment, testing equipment, vehicles, facilities and instrumentation.
- Oversees the maintenance of tools and equipment and their safe/correct usage.
- Responds to and investigates more difficult citizen/customer complaints.
- Maintains records on time, materials and work performed; compiles data and prepares reports.
- Creates and maintains safe work zones; schedules and performs safety meetings.
- Oversees or carries out emergency repairs.
- Reads and follows blueprints, maps, technical and operational manuals and instructions.
- Assists in the preparation of specifications for supplies and equipment.
- Monitors performance of contracted maintenance activities.
- Performs other duties of a similar nature and level as assigned.

**POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:**

Positions assigned to **Maintenance Foreman** functions may also be responsible for:

- Keeping necessary records of time, materials, parts and work performed;
- Assisting supervisor in preparing specifications for supplies and equipment;
- Operating light and heavy equipment; training personnel in the operation of equipment;
- Scheduling and performing bi-weekly safety meetings with maintenance crew; and



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- Providing instruction and guidance to staff; and promote staff development and motivation; and analyze problems that arise in the areas under supervision and recommend solutions
- Assisting with vehicle maintenance and repairs; and
- Installing, repairing, removing, and replacing street signs and legends.

Positions assigned to **Parks Foreman** functions may also be responsible for:

- Coordinating, reviewing work, inspecting and evaluating landscape and electrical lighting services provided in the City's parks;
- Coordinating playground equipment maintenance, as needed.
- Keeping necessary records of time, materials, parts and work performed;
- Assisting Superintendent in preparing specifications for supplies and equipment;
- Operating light and heavy equipment; training personnel in the operation of equipment;
- Scheduling and performing bi-weekly safety meetings with parks staff; and
- Providing instruction and guidance to staff, promoting staff development and motivation, analyzing problems that arise in the areas under supervision and recommending solutions.

**TRAINING AND EXPERIENCE:**

High School Diploma and four (4) years of experience in assigned area of responsibility. Based on assignment, additional training and/or licensure/certifications may be required. Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**LICENSING/CERTIFICATIONS:**

- Valid Class C California Driver's License.
- As assigned, valid Class B California Driver's License, with air brake endorsement.
- As assigned, Playground Safety Certification or other trade licenses and certifications may be required.
- As assigned, IMSA Level III Field Technician or equivalent, IMSA Street Lighting Level I or equivalent, and IMSA Work Zone Safety or equivalent.

**KNOWLEDGE OF:**

- Knowledge of a variety of applicable tools;
- Knowledge of the use and/or application of applicable materials and supplies;
- Basic principles of engineering, traffic control and/or construction design;
- Supervisory principles;
- Recent developments, current literature and sources of information regarding assigned maintenance area;
- Applicable local, state and federal laws rules and regulations;



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- Occupational hazards and applicable safety principles and practices;
- Basic math including addition, subtraction, multiplication and division;
- Principles of customer service;
- Modern office procedures; and
- Modern office equipment.

**SKILL IN:**

- Operating applicable tools, equipment and testing devices;
- Supervising and evaluating employees;
- Prioritizing and assigning work;
- Exerting physical effort in moderate to heavy work;
- Applying technical knowledge to perform and/or troubleshoot skilled and semi-skilled tasks;
- Using independent judgment in routine and emergency situations;
- Maintaining accurate records and logs and producing technical reports;
- Tact and diplomacy;
- Comprehending and correctly using informational documents including customer complaint forms, receipts, invoices, City maps and blueprints;
- Operating a computer and applicable software applications;
- Operating modern office equipment;
- Applying local, state and federal laws, rules and regulations; and
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**ADA AND OTHER REQUIREMENTS:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, blood and other bodily fluids, extreme temperatures, inadequate lighting, work space restrictions, intense noises, travel and environmental conditions such as disruptive people, imminent danger, and a threatening environment.

**NOTE:** The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.