PUBLIC WORKS SUPERVISOR
Energy Operations

DEFINITION
Under general supervision supervises staff and contractors engaged in the maintenance, repair, and operation of City facilities.

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
• Supervises City staff and contract workers engaged in the maintenance, repair and operation of City facilities;
• Schedules, assigns and oversees work activities in Heating, Ventilation and Air Conditioning (HVAC) evaluates performance of assigned staff;
• Recommends hiring, training and disciplinary action for assigned staff; conducts safety meetings; implements Divisional rules and procedures.
• Prepares bid specifications for requisitions and solicits bids for contracted services; recommends selection of bidders for purchase of services and materials;
• Prepares staffing, time and material estimates required for maintenance-related projects;
• Confers with contractors and vendors in the completion of maintenance services; approves payment of invoices.
• May assists in the preparation of Division budget and staff reports;
• Assists in preparation of facilities for special events; researches, evaluates, recommends and implements various facilities maintenance-related programs and procedures including energy conservation and ADA compliance programs; maintains inventory of maintenance equipment and supplies; responds to emergency maintenance requests.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
• Knowledgeable of energy conservation and ADA compliance codes and guidelines, City’s budgeting and purchasing process and procedures, and of city policies and procedures.
• Skilled in training and guiding work of staff, identifying, prioritizing and scheduling maintenance activities, providing and following oral and written instructions, establishing and maintaining effective working relationships;
• Ability to supervise, delegate, and evaluate work activities of staff, train employees on essential duties, and to effectively communicate verbally and in writing;
• Proficient in operating a personal computer and MS-Office software packages

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in indoor and outdoor environments. Work may require frequent standing, walking, climbing, bending, and lifting up to 50 pounds. Incumbents may be exposed to extreme temperatures and weather, areas under construction, toxic fumes, solvents and chemicals, infectious diseases and water and airborne pathogens.

QUALIFICATIONS
Certifications in Heating, Ventilation, Air, Conditioning, and Refrigeration AND five (5) years experience in building maintenance OR an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver’s License.