

APPLICATIONS ARE ACCEPTED THROUGH WWW.BROWARD.ORG. (FIND A COUNTY JOB LINK). APPLICATIONS ARE ACCEPTED FROM 5/9/08 THROUGH 5/23/08.

THIS POSITION IS FOR THE DEPARTMENT OF TRANSPORTATION, FLEET SERVICES DIVISION.

Job Details

MAINTENANCE SUPERVISOR I -

Division	Office of Transportation	Broward County Region	Northeast (ex: Pompano Beach, Deerfield Beach)
Job Status	Full-time		
Closing Date	5/23/2008		

Description

NATURE OF WORKThis is supervisory and limited administrative work in directing skilled maintenance, construction, and security personnel in a variety of general duties. Work involves supervising the work of trades workers, mechanics, equipment operators, maintenance workers, security guards, and other diverse classifications. Employees may participate in the more difficult tasks. Supervision is exercised over subordinates by assignment and inspection of work while in progress and upon completion. The employee exercises independent judgment concerning job priorities and methods and materials to be used on each project. Work is reviewed by a superior through inspection of work while in progress and upon completion.

ILLUSTRATIVE TASKSSupervises the work of tradesworkers, mechanics, equipment operators, maintenance workers, security guards, and other diverse classifications in performing a wide variety of tasks. Supervises public works and utilities construction and maintenance projects. Supervises trades workers in a variety of duties which include plumbing, masonry, carpentry, painting, electrical, refrigeration, and other related maintenance work. Supervises personnel involved in security tasks. Supervises the physical operations of a county facility. Supervises personnel involved in aquatic weed control. Performs the more skilled tasks as necessitated by work load. Assists superiors in planning and implementing work projects and work methods. Estimates time and materials required for proposed jobs; keeps records and submits requisition forms and specifications for supplies and materials. Determines manpower needs for maintenance crews and assigns work accordingly. Completes performance appraisals on subordinates and may conduct a continuous training program for maintenance personnel. Institutes preventative maintenance programs. Ensures adherence to local, state, and federal regulatory requirements as applicable to area of assignment. Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLSConsiderable knowledge of construction and maintenance of buildings, roads, and utilities. Considerable knowledge of equipment maintenance and of the tools, equipment, materials, and practices of the trades. Considerable knowledge of aquatic weed control and the equipment and materials used therein. Knowledge of the occupational hazards, and the local, state and federal rules and regulations applicable to assigned work. Knowledge of preventative maintenance procedures and techniques. Knowledge of the tools, equipment, materials, and practices of

several of the building and mechanical trades. Ability to make estimates of needs in terms of labor, material and equipment. Ability to plan, assign and supervise the work of subordinates and to instruct them in proper work methods and procedures. Ability to follow oral and written instructions and work with a minimum of technical supervision. Ability to keep records and prepare reports. Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Broward County's Ethics and Conflict of Interest policies. Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, political affiliation or sexual orientation. REQUIRED EXPERIENCE AND TRAINING Graduation from high school; four (4) years experience in maintenance, construction, repair equipment operation or trades work depending on area of assignment, including some supervisory experience; or any equivalent combination of training and experience. GENERAL INFORMATION Bargaining Unit: Government Supervisors Association (GSA) FLSA Status: Non-exempt Work Locations: Streets & Highways, Facilities Management,, Mass Transit, Aviation, Office of Environmental Services Class Spec. Estab./Revised: E4/77 R1/91 NATURE OF WORK

This is supervisory and limited administrative work in directing skilled maintenance, construction, and security personnel in a variety of general duties. Work involves supervising the work of trades workers, mechanics, equipment operators, maintenance workers, security guards, and other diverse classifications. Employees may participate in the more difficult tasks. Supervision is exercised over subordinates by assignment and inspection of work while in progress and upon completion. The employee exercises independent judgment concerning job priorities and methods and materials to be used on each project. Work is reviewed by a superior through inspection of work while in progress and upon completion.

ILLUSTRATIVE TASKS

Supervises the work of tradesworkers, mechanics, equipment operators, maintenance workers, security guards, and other diverse classifications in performing a wide variety of tasks.

Supervises public works and utilities construction and maintenance projects.

Supervises trades workers in a variety of duties which include plumbing, masonry, carpentry, painting, electrical, refrigeration, and other related maintenance work.

Supervises personnel involved in security tasks.

Supervises the physical operations of a county facility.

Supervises personnel involved in aquatic weed control.

Performs the more skilled tasks as necessitated by work load.

Assists superiors in planning and implementing work projects and work methods.

Estimates time and materials required for proposed jobs; keeps records and submits requisition forms and specifications for supplies and materials.

Determines manpower needs for maintenance crews and assigns work accordingly.

Completes performance appraisals on subordinates and may conduct a continuous training program for maintenance personnel.

Institutes preventative maintenance programs.

Ensures adherence to local, state, and federal regulatory requirements as applicable to area of assignment.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of construction and maintenance of buildings, roads, and utilities.

Considerable knowledge of equipment maintenance and of the tools, equipment, materials, and practices of the trades.

Considerable knowledge of aquatic weed control and the equipment and materials used therein.

Knowledge of the occupational hazards, and the local, state and federal rules and regulations applicable to assigned work.

Knowledge of preventative maintenance procedures and techniques.

Knowledge of the tools, equipment, materials, and practices of several of the building and mechanical trades.

Ability to make estimates of needs in terms of labor, material and equipment.

Ability to plan, assign and supervise the work of subordinates and to instruct them in proper work methods and procedures.

Ability to follow oral and written instructions and work with a minimum of technical supervision.

Ability to keep records and prepare reports.

Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Broward County's Ethics and Conflict of Interest policies.

Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, political affiliation or sexual orientation.

REQUIRED EXPERIENCE AND TRAINING

Graduation from high school; four (4) years experience in maintenance, construction, repair equipment operation or trades work depending on area of assignment, including some supervisory experience; or any equivalent combination of training and experience.

GENERAL INFORMATION

Bargaining Unit: Government Supervisors Association (GSA)

FLSA Status: Non-exempt

Work Locations: Streets & Highways, Facilities Management,, Mass Transit, Aviation, Office of Environmental Services

Class Spec. Estab./Revised: E4/77 R1/91

Pay Range

Hourly Range \$21.65 - \$36.16

Yearly Range \$45,024.51 - \$75,204.06

[Employment Benefits](#)

Skills Required

Skill	Years of Experience	Test Required
perform equipment or facilities maintenance	4	
estimate time and materials	4	
perform recordkeeping	4	
Verbal Business Communication	4	
direct skilled trades crews	1	