

## EAST BAY REGIONAL PARK DISTRICT

### **MAINTENANCE AND SKILLED TRADES SUPERVISOR**

#### **GENERAL FUNCTION**

Under direction, to supervise a maintenance and skilled trades (carpentry, electrical, painting, and plumbing) and construction crew in facility repair, minor construction and preventive maintenance projects; to coordinate and oversee the successful completion of multi-trade projects.

#### **ESSENTIAL FUNCTIONS**

As a first-line supervisor, schedules, trains, directs and evaluates a journey-level crew from diverse construction trades. Evaluates work request lists to determine project priority in consultation with manager; interprets plans and drawings; prepares cost estimates; acquires bid quotes; orders necessary tools and supplies; rents equipment, etc. Responds to calls for emergency repairs. Inspects work in progress. Ensures that safe working conditions are enforced and acts as a liaison and consults with other crews, design staff, architects, engineers, building and utility department agencies, supervisors at project sites, and inspectors.

#### **OTHER FUNCTIONS AND DUTIES**

Makes designs or sketches for small and moderate size jobs. Reads and understands blueprints. Performs administrative tasks such as budget development and oversight; writes reports/correspondence, job specifications for contracts, and performance evaluations; develops preventive maintenance schedules, completes forms, and maintains records. Performs related duties as assigned.

#### **MINIMUM QUALIFICATIONS**

- Education: Equivalent to completion of twelfth grade and journey-level achievement in one relevant trade; and
- Experience: Four years of broad experience in the maintenance and construction industry, of which two years must be in a significant supervisory, lead or cumulative acting capacity.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of the methods, materials and practices in the maintenance and construction industry; knowledge of various building, plumbing, and electrical codes and safe work practices. Knowledge and skill in the principles and practices of effective supervision. Sound judgment, organizational and administrative skills. Ability to read and interpret blueprints and plans. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal staff, park users and external customers.

#### **SPECIAL CONDITONS OF EMPLOYMENT**

A valid California driver's license is a condition of initial and continued employment in this classification. Persons in this classification must be able to use a respirator in the performance of their work. In accordance with CAL OSHA respirator regulations, Title 8, 5144 (c) (g) (I) (A) (I.), incumbent shall not wear beards or long sideburns that impede the effectiveness of the respirator.

EAST BAY REGIONAL PARK DISTRICT  
MAINTENANCE AND SKILLED TRADES SUPERVISOR  
PAGE 2

REPORTS TO: Maintenance Superintendent

SUPERVISES: Carpenters, Electricians, Painters, Plumbers, and Park Ranger IIs, as required.

Employment Category: AFSCME, Local 2428, Effective 9/30/06  
Replaces "Crafts Maintenance Supervisor," Approved by Board: 9/19/89, Resolution No.: 1989-09-314  
Revision Approved by General Manager: December 18, 2003  
Salary Revised per Joint Equity Committee Effective 1/1/04  
Salary Revision Approved by the Board: September 19, 2006, Resolution No.: 2006-9-220  
Revision Approved by General Manager: October 16, 2006  
Revision Approved by General Manager: October 21, 2009  
Revision Approved by General Manager: January 21, 2011