

Charter Township of Ypsilanti

Maintenance Operations Supervisor

Non-Union Position

Summary

Responsible for the supervision and general oversight of the facility and park maintenance teams to facilitate the upkeep operations for Township parks, buildings, properties/grounds, and landscaped areas. Work directly with each maintenance team and the Municipal Services Director to establish and operate policies and procedures to better serve township residents and staff.

Supervision Received

Under the general supervision of the Director of Municipal Services, this employee conducts ongoing activities with considerable independence according to established practices and policy and is held accountable for results. The work is checked through periodic inspections, feedback of residents and visitors, and review of reports.

Supervision Exercised

Supervises all maintenance employees including crew leaders, laborers, mechanic/equipment operator, maintenance technicians, custodians, seasonal park maintenance workers, and others as assigned.

Responsibilities and Duties

An employee in this position may do any or all of the following essential duties. (These examples do not include all of the duties the employee maybe expected to perform.)

1. Assign and oversee day-to-day workflow of employees engaged in maintenance and repair of Township parks, grounds/properties, and buildings.
2. Inspect parks, grounds, shelters, and buildings to determine maintenance needs and to detect and resolve problems.
3. Provide technical guidance and training to employees as needed to improve work performance and acquaint employees with policy and safety procedures.
4. Drafts and implements routine maintenance schedules and standards; ensures all equipment and machinery are maintained in accordance with these standards.
5. Work directly with maintenance teams to create policies and procedures for building and park systems management.
6. Oversee and monitor equipment and supply needs, placing orders when necessary, staying within the approved budgetary limits.
7. Document and prepare progress reports and maintenance logs to assist with cost analysis and budget development.
8. Investigate and respond to residential inquiries and concerns regarding maintenance issues of Township parks, grounds, and buildings, etc.

Responsibilities and Duties (cont'd)

9. Demonstrate continuous effort to assure entrances to Township parks and facilities are maintained (including playground inspections, landscaping, condition of sidewalks and parking lots), while meeting the townships expected standard of safety and cleanliness.
10. Demonstrate continuous effort to improve maintenance operations, and work cooperatively and jointly with other staff to provide quality seamless customer service.
11. Collaborates regularly with the Director of Municipal Services to identify renovation or construction needs.
12. Serve as back-up to Municipal Services Director for capital improvement projects.
13. Assist with developing Municipal Services Department budgets and projects for Township Board approval.
14. Maintain safety and training records assuring necessary memberships and licenses, etc. are received and maintained.
15. Serve as the Municipal Services Director in his/her absence.
16. Assist Municipal Services Director with motor fleet vehicles including developing and maintaining preventative maintenance program and preparing motor fleet budget.
17. Serve as back-up to Township's contracted services for the following areas and respond to alarms as needed:
 - Mechanical, door lock/card access, security systems and cameras
 - HVAC units
 - Fuel System
 - Building/Grounds
 - Parking Lots (pavement and lighting)
 - Elevators
18. Perform other related duties as assigned.

Essential Functions, Qualifications and KSA's for Employment

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Considerable knowledge of procedures, practices, materials, and operation of equipment utilized in the maintenance and repair of buildings, facilities, and grounds/parks.
- Maintenance knowledge to develop and maintained attractive township parks/grounds, buildings, and facilities.

Essential Functions, Qualifications and KSA's for Employment (con't)

- Draft and implement routine maintenance schedules and standards; ensures compliance with these standards.
- Knowledge of MIOSHA safety practices to minimize injury and property damage at Township facilities.
- Leadership skill to establish and maintain effective working relationships with public officials, employees, and the public.
- Ability to compile and analyze data and to professionally present facts and recommendations effectively in written and oral form.
- Ability to compute project material, manpower and equipment needs.
- Ability to comprehend complex issues, to identify alternative solutions, and prepare appropriate recommendations.
- Ability to plan, coordinate and supervise the activities of several employees engaged in a variety of maintenance duties.
- Ability to prioritize tasks and delegate when appropriate.
- Bachelor Degree in Business Administration or related field preferred. Any combination of education and experience that provides knowledge to perform the essential duties of the job may be substituted for degree. Must have a minimum of five years supervisory experience.
- Must possess a valid Michigan driver license and have a good driving record.
- Employee must be available to work flexible hours including evenings and weekends as needed.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

While performing the duties of this job, the employee may spend periods in the field, sitting at a desk and working on a computer. Employee will stand, walk, crawl, carry, climb, and maneuver where physical mobility is required. The employee is exposed to all weather conditions including temperature extremes. Exposure to muddy, ice, and uneven terrain, noxious weeds, odors and noise.

Wage: \$70,000 -\$73,000 (DOQ)