

Class Code: 534300
Pay Grade: M19
Unit: Management

Construction/Maintenance Supervisor

Distinguishing Features of the Class:

Under the supervision of the Construction Maintenance Manager, serves as field supervisor of construction maintenance staff. Plans, directs and participates in the analysis, design and implementation of various Polk County Conservation Board (PCCB) projects/ programs.

Illustrative Examples of Duties:

1. Utilizes project management techniques to develop project schedules, monitor progress and prepare status reports in order to ensure that projects are completed on schedule and in keeping with project goals and objectives.
2. Serves as field supervisor to maintenance employees; assigns maintenance employees to specific tasks during a project and determine how to best utilize staff/resources to ensure the efficient completion of the project.
3. Prepares and/or assists with the preparation of Request for Proposals/Qualifications (RFP or RFQ) to obtain bids from vendors interested in bidding on PCCB projects; coordinates the receipt, evaluation and award of each bid with the appropriate supervisor.
4. Interacts with PCCB staff to provide information on projects, discuss scheduling and implementation strategies, resolve problems and ensure that all necessary steps have been taken prior to implantation.
5. Plans and supervises installation, construction inspection and repair of recreational facilities and equipment such as playground equipment, campgrounds, picnic shelters, fishing docks, boat ramps and trails.
6. Interpret work orders, blueprints, and conceptual work projects. Order materials and set up deliveries needed for projects.
7. Performs related duties as assigned.

Required Knowledge, Skills, and Abilities

- Knowledge of principles/practices of conservation engineering including design/construction of water, sewer, drainage systems, utility systems, roads, bridges, and dams.
- Knowledge of state, federal, and local laws/regulations pertaining to park operations, development, construction and maintenance.
- Knowledge of the theories, principles and practices of project planning, development and management.
- Knowledge of public administration and planning practices.
- Knowledge of the operations of County government.

- Knowledge of the principles and procedures governing the development and evaluation of bid proposals.
- Knowledge of the methods, procedures, and techniques used in the construction trades.
- Knowledge and familiarization with OSHA construction safety requirement.
- Knowledge of ADA requirements.
- Knowledge of MSDS requirements.
- Familiar with the UBC (uniform building code).
- Ability to prepare plans, specifications, and contract documents.
- Ability to analyze problems and develop satisfactory solutions.
- Ability to plan and coordinate special projects/prepare reports.
- Ability to plan/organize maintenance, repair, and construction projects in efficient, proper sequences.
- Ability to evaluate employees and determine how employee(s) can best help accomplish the completion of a project.
- Ability to compute accurate time, material, and cost estimates.
- Ability to establish goals and objectives and assess progress toward their achievement.
- Ability to read/interpret engineering plans, blueprints, schematics, construction/architectural drawings, and map.
- Ability in planning, assigning, coordination and supervising the work of employees engaged in construction, equipment repair and maintenance.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish/maintain effective working relationships with public officials, county staff, co-workers, representatives of other organizations, and the general public.
- Ability to resolve disputes/conflicts with use of diplomacy, tact, and persuasion.
- Ability to handle materials and tools weighing up to 100 lbs and physically transport tools and materials across rough terrain to remote job sites up to ¼ mile from walks and roads when required.
- Ability to obtain/maintain a Class A Commercial Driver's license issued by the State of Iowa.
- Ability to obtain certification in operation of forklifts.
- Pre-employment drug screening required.

Training and Experience

- Graduation from a four year college or university with major course work in construction science or engineering, park management, Civil/Conservation Engineering or a related field , and
- Three years related experience including construction management, project planning and fiscal management work experience, or
- Any equivalent combination of training and experience that will have provided the required knowledge, skills and abilities.

Adopted: 02/08/2013