

**POSITION DESCRIPTION  
CITY OF GREENSBURG, INDIANA**

**POSITION:** Maintenance Supervisor  
**DEPARTMENT:** Water  
**WORK SCHEDULE:** 7:00 a.m. - 4:00 p.m., M-F  
**JOB CATEGORY:** LTC (Labor, Trades, Crafts)

**DATE WRITTEN:** September 2000

**STATUS:** Full-time

**DATE REVISED:** March 2016

**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Greensburg provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Maintenance Supervisor for the Water Department, responsible for maintaining grounds and equipment, and supervising seasonal Laborers.

**DUTIES:**

Collects water samples daily at various distribution sites and periodically at river, returning to laboratory for testing.

Services and performs repairs on Department vehicles and equipment, such as tune-ups, repairing and installing lights/wiring and hydraulics, washing vehicles, maintaining fluid levels, lubricating parts, and changing tires and fluids. Maintains maintenance record for each vehicle as required.

Designs, fabricates, and installs tools, parts, and added features, involving welding, brazing, torching, cutting, wiring, machining and spray painting.

Maintains cleanliness of garage area, including sweeping/mopping floors, removing trash and debris, and maintaining organized, orderly storage of tools, parts, and equipment.

Monitors and maintains inventory of parts and supplies, including obtaining price quotes, ordering items as needed, receiving and inspecting deliveries, and stocking storage area. Maintains file of vehicle and equipment manuals.

Operates various vehicles, equipment, and hand and power tools in maintaining Department grounds, including tractor with bushhog, riding and push mowers, weed trimmers, and pickup truck.

Maintains Department facilities, replacing faucets, repairing leaks, replacing light fixtures, switches and motors.

Performs various maintenance functions on all motors, pumps, and equipment at distribution facilities, including observing gauges, listening for smooth operation, greasing parts, changing chlorine tanks, and adding carbon. Performs monthly preventative maintenance.

Assists Distribution Laborers in returning streets, private property, and other areas adjacent to work sites to original condition as needed, such as backfilling holes and landscaping.

Collects water samples monthly at various distribution sites and at river, delivering to laboratory out of town for testing as needed.

Assists in maintaining Department vehicles and lawn maintenance equipment, such as washing/cleaning pickup truck, regularly checking for proper fluid levels and mechanical operation, lubricating parts, adding/changing oil, changing tires, and replacing belts and motors.

Periodically drives out of town to pick up parts for emergencies as needed.

Supervises and directs Seasonal Distribution Laborers in the absence of Maintenance Laborer/Seasonal Supervisor.

Serves on 24-hour call for emergency situations.

Performs related duties as assigned.

## **I. SKILLS AND KNOWLEDGES:**

High school diploma or GED.

Working knowledge of and ability to make practical application of Department and OSHA safety policies and procedures, and ability to perform basic plumbing and electrical repairs and properly operate and maintain a variety of hand and power tools, vehicles and heavy equipment, including various wrenches, drills, saws, screw drivers, tractor, weed trimmers, riding and push mowers, and pickup truck.

Ability to physically perform assigned duties, including hearing mechanical sounds, close vision, standing/walking for long periods, lifting/carrying objects weighing more than 50 pounds, pushing/ pulling objects, reaching, bending, handling/grasping objects.

Ability to comply with all employer and Department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain Department information and records according to state requirements.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to read and interpret City maps and locate water distribution lines. Ability to read and observe instruments, gauges and dials.

Ability to understand and follow written and oral instructions and work with others in a team environment with minimum supervision.

Ability to effectively communicate with co-workers, other City departments, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to occasionally travel out of town, but not overnight.

Ability to serve on 24-hour call and respond appropriately from off-duty status.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

## **II. RESPONSIBILITY:**

Incumbent performs duties according to a flexible, customary routine, establishing priorities with supervisor. Periodically supervises Seasonal Distribution Laborers, exercising independent judgment in identifying compatible work crews and leaders, assigning work sites, and ensuring compliance with standard operating procedures and safety requirements. Errors in incumbent's work are usually prevented through procedural safeguards and are usually detected through supervisory review.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other City departments, and the public for the purpose of exchanging and explaining information, and periodically supervising, directing, and coordinating seasonal work crews.

Incumbent reports directly to Superintendent.

## **IV. PHYSICAL EFFORT:**

Incumbent's duties involve hearing mechanical sounds, close vision, standing/walking for long periods, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, reaching, bending, handling/grasping objects. Duties may involve continuous physical exertion, but prolonged intense physical strain is not associated with normal duties.

## **V. WORKING CONDITIONS:**

Incumbent performs duties outdoors and operating vehicles and lawn equipment, involving exposure to traffic, noise, grease, dirt, dust, chemicals and fumes, extreme temperatures and inclement weather. Safety precautions must be followed at all times to avoid injury to self and others. Incumbent occasionally travels out of town, but not overnight.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Maintenance Supervisor in the Water Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type