

JOB DESCRIPTION

Position Title: Maintenance Supervisor

Department: Maintenance

Supervised by: City Administrator

General Description of Work

A working and supervisory position assisting the City Administrator in the work of the City of Romney. This employee will exercise supervisory responsibilities over a small staff of skilled and semi-skilled workers. Work is reviewed directly by the City Administrator.

Duties

Supervises all maintenance activities and capitol improvements as directed by the City Administrator. Oversees vehicle and equipment maintenance. Responsible for the maintenance and repair of city owned properties and infrastructure. Provides assistance to the Water and Waste Water departments as needed. Does any additional work that may be required or requested by supervisor.

Skills, Knowledge, and Abilities

Knowledge of construction equipment and operations of various vehicles, with a knowledge of proper and efficient ways to carry out maintenance tasks; ability to carry out a variety of assignments and still supervise a maintenance crew; ability to communicate with the public; ability to direct and supervise the work of others; be in good physical condition.

Education

High School Diploma or G.E.D. equivalent, with a minimum of five years experience in a related field, or any equivalent combination of experience and training which provides required knowledge, skills and abilities.

Other Requirements

Possess a valid Drivers License. Possess or may be required to obtain West Virginia Certification in Collection and Distribution Systems. Ability to work in inclement conditions, and be available to be On-Call as needed. Willing to comply with the City of Romney Employee Handbook. Must be able to pass a pre-hire drug screen, and background check.

Supervisor: _____ Date: _____

Employee: _____ Date: _____