

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant

Work Phone: (608) 266-4681

2. Class Title (i.e. payroll title):

Maintenance & Repair Coordinator

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Work Phone: see above

5. Department, Division & Section:

DPW/Streets

6. Work Address:

1501 W Badger Rd & 4602 Sycamore Ave

7. Hours/Week: 40

Start time: 6:30am End time: 3:00pm

8. Date of hire in this position:

asap

9. From approximately what date has employee performed the work currently assigned:

09/06

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10. Position Summary:

To manage the maintenance and repair sections of the East and the West Street Division maintenance shops. To work with private contractors, sales personnel and to keep inventories of the supplies needed by the various sections of the Street Division. To maintain governmental mandated inventories on salt and sand usage. To assist with the development of short and long range goals and programs of the Street Division. TO supervise and discipline ten fulltime employees assigned to this position and numerous seasonal or daily employees assigned. Assist in the hiring and promotions of employees assigned to the Street Division. To overlook Street Division Capital Budget and Operational Budget as it pertains to the buildings and grounds of the Street Division. This position reports to the Public Works General Supervisors assigned to Streets – East and to Streets – West.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

70% A. **To coordinate the daily functions of the Streets Division in line with the orders of the Public Works General Supervisor.**

1. Repair and maintenance of snow and ice equipment .

2. Design, construct, maintain and repair of leaf collection equipment .
3. Assist in monitoring the three City of Madison Yard Waste Drop Off Sites.
4. Maintain and repair street repair equipment and supplies.
5. To keep daily vehicle inventories and assist in the equipment maintenance and equipment replacement schedule.
6. Repair and maintenance of numerous attachments to specialized equipment such as articulating tractors, leaf pushers and mowers.
7. Requisition work supplies and work materials.
8. Prepare and maintain cost related records.
9. Must have the ability to interpret blueprints, manuals, sketches and penciled layouts.
10. Has frequent contact with the public in dealings with repairs on damaged mailboxes, fences plow damage, etc.
11. Maintain inventories of snow and ice supplies. Included are salt, sand and calcium chloride supplies.
12. Monitor fueling sites at Badger Rd. and Sycamore. Order fuel at appropriate times to ensure no fuel shortage.
13. Monitor and test security systems and fire alarm systems as needed.
14. Responsible for building maintenance of both the east and west Public Workers Facilities as well as the South Point Salt Shed.

30% **B. To manage, coordinate, plan, layout, develop, implement and review results.**

1. Maintain and order inventories for both East and West maintenance shop areas. Included in this is general work supply inventories for all divisional work facets.
2. Work with private contractors and vendors and salespersons.
3. Assist in the hiring, evaluation, disciplining, and promotional processes involved in the maintenance section of the Division.
4. Attend Divisional Staff meetings and perform related work as required in order to achieve divisional and citywide goals.
5. Train and assign employees as needed.
6. Effectively maintain and operate a safe and functional maintenance related work site.
7. Work closely with other City agencies and divisions.
8. Effectively manage the Capital Budget projects of the Streets Division.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of the methods, techniques, tools and materials used in varied buildings, mechanical and vehicle maintenance work. Must have a working knowledge of related occupational hazards and safety precautions. Must have skill in the operation of standard tools and equipment used in building maintenance and mechanical repair work. Must have the ability to schedule and plan maintenance and repair projects. Must have the ability to supervise skilled and semi-skilled workers. This person must be able to interpret blueprints, manuals, sketches and penciled layouts. Must have the ability to maintain related records and reports. Must be able to operate a motor vehicle. Must be able to communicate effectively both orally and in writing. Must be able to interview, evaluate candidates, perform background checks and assist in the hiring process. Must have the ability to evaluate employees assigned to them and be able to take necessary disciplinary action against employees.

13. Special tools and equipment required:

Must have basic computers skills and be familiar with Microsoft Word and Excel programs. Must have the ability to be able to communicate over the phone and using two-way radios. Must have the ability to use a variety of hand tools, specialized tools, multi-meters and test equipment. Must be able to operate a wide variety of specialized equipment.

14. Required licenses and/or registration:

CDL license – minimum of Class B

15. Physical requirements:

The ability to work long hours under all types of weather conditions. The ability to be on call twenty-four (24) hours per day. The ability to lift varied weights. The ability to work in confined spaces and above ground on scissor lift equipment.

16. Supervision received (level and type):

This is very responsible supervisory work, characterized by independent judgment and discretion. This person reports to the two (2) Public Works General Supervisors. The work is reviewed for compliance with established procedures and standards.

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

I have prepared this form and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
 Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.