

RESOLUTION NO. 3681

RECLASSIFYING THE CLASSIFICATION OF OPERATIONS SUPERVISOR TO EQUIPMENT AND BUILDING MAINTENANCE SUPERVISOR.

RESOLVED, by the City Council of the City of Lodi that the classification of Operations Supervisor is hereby reclassified to that of Equipment and Building Maintenance Supervisor;

FURTHER RESOLVED, that the class specifications and salary range for the classification of Equipment and Building Maintenance Supervisor, a copy of which is annexed hereto and made a part hereof as if set forth in full herein, are hereby approved and adopted as class specifications and salary range in the classified personnel system of the City of Lodi and said specifications and salary range shall apply as of January 1, 1973.

FURTHER RESOLVED, that Resolution No. 1990 and all other resolutions in conflict herewith are hereby repealed to the extent of any duplication or conflict herewith.

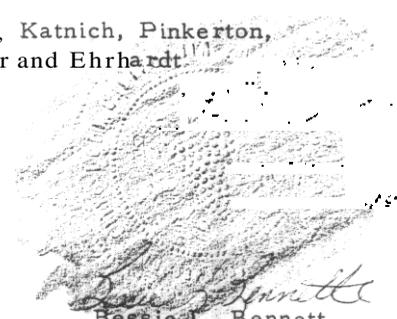
Dated: October 4, 1972

I hereby certify that Resolution No. 3681 was passed and adopted by the City Council of the City of Lodi in regular meeting held October 4, 1972 by the following vote:

Ayes: Councilmen - Hughes, Katnich, Pinkerton,
Schaffer and Ehrhardt

Noes: Councilmen - None

Absent: Councilmen - None



Bessie L. Bennett
City Clerk

EQUIPMENT AND BUILDING MAINTENANCE SUPERVISOR

DEFINITION

Under general direction to supervise equipment and building maintenance; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The Equipment and Building Maintenance Supervisor is immediately responsible for supervision of equipment and building maintenance functions. While making general orders from the Public Works Director, he has the direct responsibility for an on-going, effective motorized and other mechanical equipment repair and preventive maintenance program. His responsibilities also include City building maintenance and Public Works purchasing.

EXAMPLES OF DUTIES

Consults with Public Works Director in planning and organizing the equipment and building maintenance activities; plans and directs the work of personnel at the City's equipment maintenance facility and of personnel engaged in the maintenance of City buildings; plans work schedules, determines equipment or materials needed, and establishes work procedures; supervises the maintenance of equipment, determining the need for and authorizing repairs; maintaining effective equipment and building maintenance program; supervising an on-going preventive maintenance program on City motorized and other mechanical equipment; supervises the Public Works Department's purchasing program, approving requisitions, checking invoices and charges, arranging for delivery of materials and equipment; supervising the storage of materials and supplies and the maintenance of inventory records; supervises janitorial personnel in the maintenance of City buildings; confers with personnel in other city departments regarding Public Works Department activities; assists in gathering information for budget purposes; assists in writing specifications; investigates and prepares reports on accidents involving City personnel, equipment and buildings; handles difficult public relation matters including complaints; prepares reports.

LICENSE

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Heavy equipment and mechanical equipment including their uses and operation;
- Building maintenance procedures;
- Purchasing procedures and practices

and

Equipment and Building Maintenance Supervisor -- 2

Ability to:

Plan, organize and assign the work of personnel engaged in equipment and building maintenance;
Keep clear and accurate records;
Establish cooperative working relationships with employees, contractors, other governmental agencies and the general public.

and

Experience:

Five years of increasingly responsible work experience in the maintenance and repair of heavy equipment, including one year in an administrative or supervisory capacity. Knowledge of building maintenance and purchasing procedures highly desirable.

and

Education :

Equivalent to completion of two years of college.

SALARY RANGE: \$927 - \$1127