

MAINTENANCE SUPERVISOR

Plan, organize and direct the work of a staff of maintenance workers and others, including volunteers; inspect all contract work being done on the grounds to ascertain that it meets the terms of the contract agreement; direct the maintenance and operation of the facilities in connection with the presentation of a wide variety of shows, exhibitions, and meetings; check with clients to ascertain needs for particular events and plan and prepare the needed facilities and operations staff required for clients' specific needs; assist in programming and planning for additional facilities or for repairs or modifications to existing facilities such as construction, plumbing and electrical work; prepare preliminary estimates for work to be done and make recommendations on needed changes; prepare specifications for minor construction projects and supervise the work; supervise the requisitioning, accounting for, and storage of materials, supplies, tools and equipment; direct the operation and maintenance of motor equipment used in connection with buildings and grounds maintenance; direct enforcement of fire and safety codes and protection of patrons and property; make special studies relating to improvements in operations and reduction of costs; secure, train, and evaluate the performance of employees and take or recommend appropriate action; maintain labor and materials records and blueprint files; prepare operating schedules and review time and materials charges; prepare reports and correspondence; and develop and maintain a good working relationship with users of the fair and the public.

KNOWLEDGE AND ABILITIES

Knowledge of: Problems and practices in the operation and maintenance of extensive grounds and buildings; kind, quality, and amounts and materials, supplies, tools and equipment required in maintenance and operation of fair facilities; operation and maintenance of motor equipment used in buildings and grounds maintenance; methods used in purchasing, storing, and issuing equipment and supplies; methods of heating, lighting and refrigeration; ventilating of large buildings; requirements, methods, and practices of common building trades and crafts; provisions of fire, safety, sanitary and building codes applicable to fair facilities; principles of effective supervision and management; sound amplification and communication requirements; the division's Affirmative Action Program objectives; supervisor's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Plan, organize, and direct the work of a staff of maintenance workers in maintaining the Salinas Valley Fairgrounds; assemble and prepare budget information, cost estimates, plans and specifications for construction and maintenance problems; read, interpret, and work from plans, drawings and specifications; determine personnel requirements for specific projects; prepare reports and correspondence; establish and maintain cooperative relations with the public of users of the fair; analyze situations accurately and take effective action; effectively contribute to the division's affirmative action objectives.