

TASK LIST - STEAM PLANT MAINTENANCE SUPERVISOR  
(CLASS CODE 3786)

1. Orients new employees by explaining job requirements and providing written materials such as safety and performance standards, personnel rules, policies, and procedures, and benefits.
2. Observes employee performance, reviews work of employees, and monitors job progress in order to ensure safe and timely completion of work and that its quantity and quality are consistent with standards; makes adjustments as needed to work in progress.
3. Schedules employee time at work; approves/disapproves employee requests for time off; and verifies that timesheets properly account for employee work time in order to assure necessary levels of staffing, timely completion of work, and appropriate documentation.
4. Writes job descriptions and/or develops performance standards for quantity of work such as number of studies completed, reports written, complaints received, and/or items inspected, and/or quality of work such as work products produced and/or repairs made in order to inform employees of job expectations.
5. Conveys information to employees orally or in writing, including information from management such as policy changes or department objectives, interpretations of City policies or MOU's, updated safety information, and training and promotional opportunities; listens to employee suggestions and concerns and follows-up as appropriate; discusses and coordinates activities of unit with other supervisors and/or other staff; and documents and informs management of completed work activities, deviations from planned work, concerns, ideas, and suggestions in order to ensure everyone is provided relevant information.
6. Interviews job candidates; applies the principles of Equal Employment Opportunity; listens to employee grievances and disputes to identify a fair solution based on facts; counsels employees regarding problems such as rule infractions or inappropriate conduct; and/or disciplines employees following departmental progressive disciplinary procedures in order to perform personnel policy functions.
7. Estimates/determines supplies, equipment, and staffing needs to complete assigned work; procures it within the organization or via contract; considers future equipment and staffing needs in order to assist in budget preparation.
8. Facilitates employees' work by ensuring necessary resources (e.g. tools, equipment, manuals, work area) are available, recommending use of efficient and effective procedures, and answering questions.

9. Recommends and schedules training for employees and if necessary explains and demonstrates work procedures and then observes employee performance to ensure employees are properly trained and to determine additional training needs; provides safety and/or other specialized training to staff and/or other employees.
10. Plans work of unit and develops maintenance outage schedule, assuring priority assignments are handled first and adequate resources are present; considers assignments in terms of content, difficulty, safety, and timeframe as well as employee workload, capabilities, and developmental needs; and assigns responsibility and explains assignments in order to ensure workload is appropriately distributed among staff and that they are prepared to complete it as directed.
11. Evaluates new products and technology by reading equipment manuals, trade publications and specification charts, using and testing new equipment, and attending trade shows in order to keep the department running efficiently.
12. Writes reports and/or enters information into computer database on repairs and/or maintenance performed on parts and/or equipment in order to ensure that the work completed meets regulatory requirements, department standards, and codes.
13. Inspects parts and/or equipment such as boilers, pumps, piping systems, valves, motors, generators, and electric control circuits in order to evaluate whether to repair or replace parts and/or equipment.
14. Prepares and/or reviews and approves maintenance work orders by completing the work order form by hand or entering information into a computerized asset management system in order to document the scope of the work needed or evaluating the accuracy and necessity of the request.
15. Discusses completed work with employees, including quantity and quality, timeliness, and problems encountered; and provides verbal and/or written praise and/or constructive criticism in order to provide recognition of good/poor performance and to coach them for effective performance of future assignments.
16. Informs subordinates through meetings, such as tailgate meetings, and disseminates information of relevant safety and work information on a regular basis.
17. Documents incidents of noteworthy good or poor job performance; evaluates employees in areas relevant to the job; documents employee evaluations; and discusses evaluations with the employee in order to provide positive and negative feedback and identify developmental needs.
18. Corrects safety hazards/infractions by giving verbal and/or written warning, making suggestions, making repairs or job site inspections in order to maintain a safe working environment.

19. Reports on, evaluates, and/or implements corrective measures for safety infractions by writing memos and/or reports and/or initiating disciplinary procedures on issues concerning work performed and safety issues in order to correct or prevent any safety violations.
20. Adds, removes and revises safety bulletins and Safety Data Sheets (SDS) in paper and/or digital file in order to keep up to date on all CAL-OSHA guidelines and SDS changes.
21. Evaluates safety suggestions from employees by determining cost effectiveness, time frequency, and degree of hazard involved in order to determine feasibility of a suggestion.
22. Enforces department policy regarding usage, recycling, labeling, and disposing of hazardous material or waste by ensuring employees are properly trained and giving warnings, correcting, repairing and/or disciplining in order to maintain a safe working environment.
23. Provides oral and written instructions to employees regarding usage, labeling, storage, and handling of hazardous material and the collection, recycling, and disposal of hazardous waste in order to maintain a safe working environment.
24. Participate in team or committee efforts to review and improve safety and maintenance procedures and provides feedback concerning computer software/hardware applications.