



## Class Description

**Class Title: GENERAL SUPERVISOR II**  
**Class Code: 241**

### **General Description**

The purpose of this class within the organization is to oversee, supervise, prioritize, schedule, assign, monitor, inspect and perform general maintenance activities.

This class works independently, under limited supervision, reporting major activities through periodic meetings.

### **Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

### **Essential Functions:**

Coordinates and supervises the work of employees in general maintenance and the upkeep of buildings, grounds and equipment.

Keys data in computer; prepares schedules for crews to cut trees grass and pick up debris.

Assists with information for budget purposes.

Assists with employee training on equipment and decides what equipment to purchase.

Operates heavy equipment assisting other supervisors in other departments.

Inspects the work of crews and contractors for completeness and to ensure quality.

Assists and participates in performing maintenance and repair work as necessary.

Meets and secures bids from contractors for work throughout the City.

Schedules and prioritizes manpower and projects.





## Class Description

Performs emergency repairs.

Reviews and prepares specifications, quotes, drawings for procuring materials and services.

Manages and performs maintenance and preventative maintenance of facilities and grounds.

Reviews project invoices to ensure accuracy of billing for goods and services provided by contractors.

Schedules and follows up on repairs to facilities.

Replaces City cleanouts that have been infiltrated with tree roots to keep customers sewer line flowing.

Assists contractor and plumbers locate mains and laterals.

Inspects and checks sewer lines and manholes for trouble.





## Class Description

### **Additional Duties:**

Responds to complaints and handles disputes between customer and City employees.

Attends training seminars.

Operates snow plows for snow removal.

Researches, compiles data and prepares reports related to maintenance activities, budgetary input, special projects, and special assignments.

Prepares documents, enters data, and completes other administrative duties associate with the position including: reviewing and responding to emails, composing letters/memos, and completing forms.

Trains staff on new policies, procedures, work instructions, equipment, work activity reporting and other City requirements.

Meets with other personnel to exchange relevant information.

Provides technical advice and direction to the Assistant General Manager.

Manages project budgets, to insure completion is within defined baseline budget.

Performs related work as assigned.

### **Responsibilities, Requirements and Impacts**

#### **Data Responsibility:**

*Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Plans and directs others in the sequence of major activities and report on operations and activities which are very broad in scope.





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### **People Responsibility:**

*People include co-workers, workers in other areas or agencies and the general public.*

Provides information, guidance or assistance to people that directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

### **Asset Responsibility:**

*Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management of a large division or minor department and/or handling of very large amounts of money.

### **Mathematical Requirements:**

*Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.*

Uses basic algebra involving variables and formulas and/or basic geometry involving plane and solid figures, circumferences, areas and volumes and/or compute discounts and interest rates.

### **Communications Requirements:**

*Communications involves the ability to read, write, and speak.*

Reads technical instructions, procedures manuals and charts to solve practical problems, such as assembly instruction for tools, routine office equipment operating instructions, and methods and procedures for investigations and in drawing and layout work; composes routine reports and specialized reports, forms, and business letters, with proper format; speaks compound sentences using normal grammar and word form.





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### **Judgment Requirements:**

*Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

Responsible for the actions of others, requiring development of procedures and constant decisions affecting subordinate workers, crime victims, patients, customers, clients or others in the general public; works in a very fluid environment with guidelines, but significant variation.

### **Complexity of Work:**

*Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.*

Performs supervisory work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.

### **Impact of Errors:**

*Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.*

The impact of errors is serious – affects most units in organization, and may affect citizens.

### **Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs medium to heavy work that involves walking, standing, stooping, lifting, digging, pushing and raising objects and also involves exerting between 20 to 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.





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### **Equipment Usage:**

*Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.*

Supervises the handling/use of machines, tools, heavy equipment or work aids involving extensive latitude for judgment regarding attainment of a standard or in selecting appropriate items.

### **Unavoidable Hazards:**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

Bright/dim light; dusts and pollen extreme heat and/or cold; wet or humid conditions; vibration; fumes and/or noxious odors traffic; moving machinery electrical shock; heights toxic/caustic chemicals; explosives; violence: electro/mechanical equipment for HVAC systems, water-treatment chemicals, electrical circuits, sewer gases, chemicals, dust/pollen and other allergens in and around facilities, flooded basements, and vehicular traffic adjacent to buildings.

### **Safety of Others:**

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public.*

Requires considerable responsibility for the first-line supervision of the provision of continuous enforcement of the laws and standards of public health and safety.

### **Minimum Education and Experience Requirements:**

Requires an Associate's Degree in civil engineering.

Requires any combination of education and considerable supervisory experience in construction, maintenance or in supervising large crews of works engaged in a variety of tasks.

### **Special Certifications and Licenses:**





## Class Description

Valid Virginia Driver's License. Ability to obtain a Commercial Driver's License within sixty days of employment.

### **Americans with Disabilities Act Compliance**

The City of Petersburg is an Equal Opportunity Employer. ADA requires the City of Petersburg to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

