

Personnel and Finance Meeting
Printing and Services Supervisor Reallocation Appeal

The Printing and Services Supervisor classification is primarily responsible for managing a vehicle fleet, providing inter and intra mail delivery services and completing a vast array of printing services.

Printing and Services Supervisor (M8)

Supervises 6.5 FTE

20 vehicles in the fleet

Determine the appropriate maintenance, repair and licenses

Recommend replacement/purchasing decisions

76 Ricoh copiers

Select service contracts and coordinate repairs

Maintain equipment and order preventative maintenance

Deliver mail to 25 different locations

Determine monthly billing for departments

Office Supervisor (M6-8)

Supervises 13 FTE

27 vehicles in the fleet

Determine the appropriate maintenance, repair and licenses

Recommend replacement/purchasing decisions

Oversee the maintenance requests for computers, copiers, printers and phones

Resolve advanced equipment malfunctions

Budget development activities and expenditure control

Terminal Maintenance Supervisor (M8)

Supervises 27 FTE (24/7 operation)

Develop and select service contracts for elevators, chillers, boilers, HVAC control conveyors and passenger boarding bridges

Maintain equipment and order preventative maintenance

Prioritize and coordinate repairs to equipment and facilities

Make budgetary recommendations to supervisor

Clinical Equipment and Supplies Coordinator (M8)

Supervises 1.5 FTE

Determine supply and equipment needs

Oversight and management of inventory control

Oversee vendor agreements to ensure compliance

Plan and schedule preventative maintenance and repair/replacement of equipment

Resolve discrepancies with vendors and contractors

Coordinate annual capital budget requests

Paralegal Manager (M9)

Supervises 12 FTE + 1 LTE

Evaluate and monitor criminal and felony cases

Investigate and interview all parties to obtain data and information

Recommend legal actions

Courts Manager (M9)

Supervises 15-20 FTE

Implement court orders and records

Supervise the accounting of fines, bails, forfeitures and other payments

M10 Classifications

Airfield Maintenance Supervisor

Supervises 14 FTE (24/7 operation)

Bachelor's Degree + 3 years of experience + 2 years supervising

Parks Operations Manager

Supervises 23 FTE

Bachelor's Degree + 3 years of experience + 2 years supervising

Shop Supervisor

Supervises 15-20 FTE

High school + 5 years of experience + 1 year supervising

Experience for M Classifications

Printing and Services Supervisor = high school + 3 years of experience + 1 year as lead worker

M8 Pay Range = 6.89 total years of experience

M9 Pay Range = 7 total years of experience

M10 Pay Range = 7.24 years of experience