



Maintenance Superintendent

Class Specification

Revised 9/23

Class ID: 781

Unit: MGMT

Probation: 12 Months

FLSA: Exempt

DEFINITION

Under general direction, plans, organizes, directs and coordinates the activities of the Maintenance Division within the Public Works Department including fleet vehicles and equipment, building, street, and landscape and park maintenance activities; coordinates maintenance activities with other divisions or departments and the public; provides highly complex staff assistance to the Director of Public Works; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Public Works. Exercises direct supervision to the Assistant Maintenance Superintendent and other assigned staff and provides general supervision to Maintenance Division personnel.

DISTINGUISHING CHARACTERISTICS

This single class division manager classification has responsibility for the overall coordination, administration, and management of all Maintenance Division services and operations. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of division staff either directly or through lead workers. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Develop and implement divisional goals, objectives, policies and procedures; supervise and manage safety training and work task procedures.

Serve as a technical advisor to the Director of Public Works on projects related to assigned division; develop and prepare recommendations and technical reports.

Plan, organize and direct maintenance activities related to the care, repair and upkeep of fleet vehicles and equipment, City-owned buildings, street and right-of-way areas and landscape and park and related areas.

Direct, oversee and participate in the development of the maintenance division work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.

Receive, evaluate and process work requests from City departments; and determine priorities and methods necessary to achieve objectives; advise management staff of work in progress, operating problems and actual or potential delays.

Prepare the maintenance division budget; assist in budget implementation; generate budget forecasting of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget; support Capital Improvement Program (CIP) planning activities and project management.

Coordinate and administer activities related to various contracts and projects; coordinate projects with

other City work units and outside contractors; assist in determining the need for contract assistance; prepare contract documents and specifications; participate in vendor/contractor selection; administer contracts; review and evaluate the work of contractors; determine contractual compliance; review and approve billings and charges for services.

Exercise direct supervision over assigned supervisory, technical and clerical personnel; recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Analyze federal, state, and local regulations and assure regulatory compliance; ensure division compliance with city rules, regulations, ordinances, and policies.

Research and prepare technical, administrative, and staff reports; maintain records; prepare written correspondence; participate in and make presentations to the City Council, boards and commissions, and professional groups.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public works maintenance related to the care and upkeep of vehicles and equipment, public buildings, streets, and parks facilities.
- Principles and practices of leadership, supervision, team building and conflict resolution techniques.
- Pertinent local, State and Federal rules, codes, regulations and laws, including safety regulations and procedures.
- Equipment, tools, and materials used in a variety of public works maintenance activities.
- Modern office procedures and computer equipment.
- Principles and practices of organizational analysis and management.
- Budgeting procedures and techniques and purchasing methods and principles.
- Principles and practices of supervision, training and personnel management.
- Computerized maintenance management systems.

Skill or Ability to:

- Organize and direct all Maintenance Division operations.
- Prepare, administer and monitor the division budget.
- On a continuous basis, analyze budget and technical reports; prepare and review staff reports; identify and interpret technical and numerical information.
- Supervise, train and evaluate personnel.
- Consistently apply various rules and procedures; and explain and interpret policy.
- Learn, understand, and apply laws, regulations, codes, policies, and procedures; observe and problem solve operational and technical issues.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

- Read, interpret, and understand blueprints, drawings, diagrams, specifications, operating instructions, and manuals.
- Gain cooperation through discussion and persuasion.
- Develop and recommend policies and procedures related to all maintenance operations.
- Interpret and apply City and department policies, procedures, rules and regulations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

Education and Experience:

Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Possession of a Bachelor's degree from an accredited college or university with major course work in business administration, engineering, administrative management or a related field, and five (5) years of increasingly responsible experience in public works administration or maintenance involving the care and upkeep of vehicles and equipment, public buildings, streets, and parks facilities, including two (2) years of supervisory responsibility.

License and Certificate:

Possession of a valid driver license and a satisfactory driving record throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Willingness and ability to work emergency overtime and available on call, as required. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 90 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.