

MAINTENANCE SUPERINTENDENT

GENERAL PURPOSE

Under general direction, plans, schedules and supervises the maintenance, repair and construction of streets, parking lots and traffic control devices and the maintenance, preservation and beautification of the city's parks, beaches and other planted areas; performs other work as required. This classification has major supervisory responsibility, subject to policy direction, for maintaining, preserving and renewing the city's parks and beaches, street trees, and other landscaped city right-of-ways and areas, and for maintaining and repairing the asphalt, concrete, signs, traffic devices and storm drains of city streets.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director.

SUPERVISION EXERCISED

Exercises close supervision over Maintenance Supervisors and Mechanics.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, schedules and assigns work in the maintenance and repair of streets, parking lots, storm drains and traffic control devices, determining priorities and level of service to be provided.

Plans, schedules and assigns the work of employees engaged in maintaining parks, beaches, recreational areas, ditches, gulches, and wharfs and maintaining, repairing or constructing appurtenant structures.

Prepares and controls maintenance division budget.

Instructs subordinates in difficult maintenance and repair tasks.

Recommends hiring of employees.

Trains, supervises and evaluates subordinates.

Administers outside contract maintenance work.

Recommends equipment and supplies purchases and approves all purchase requests from maintenance division.

Orders tools and equipment.

Develops and implements new methods for manpower efficiency.

Prepares and files pesticides use reports.

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Collects and approves subordinates' time cards.

Responds to citizen inquiries and requests for service.

Handles after hours service requests and emergency calls.

Prepares and maintains records and reports, accounting for materials, equipment and supplies both used and unused.

Enforces employee health and safety rules and regulations and schedules the initial and refresher training of employees in this regard, insuring that safety is maintained at the worksite.

Attends maintenance conferences concerning Public Works functions.

Inspects assigned parks, beaches and streets to locate and determine the extent of repair or maintenance activities required.

Assists Public Works Director as necessary.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school education or GED equivalent, and
- (B) Five years of increasing responsibility and experience in the maintenance and repair of parks or streets and facilities including supervisory or lead responsibility.
- (C) Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

(A) Knowledge of the principles and techniques of personnel supervision, motivation and training; knowledge of standard practices, equipment and materials used in parks, landscape, street and facility maintenance; knowledge of occupational hazards and safety procedures.

(B) Skill in operation of the listed tools and equipment.

(C) Ability to plan, supervise, schedule and evaluate work of employees; ability to communicate effectively, orally and in writing, and relate well to the public, superiors, subordinates and other departments of the City; ability to develop new ideas for equipment and manpower efficiency and beautification and preservation of streets, parks and facilities; ability to keep records and prepare reports; ability to carry out Department policies and procedures; ability to work in a safe, productive manner and indoctrinate subordinates in safe work practices; ability to operate department equipment and vehicles.

SPECIAL REQUIREMENTS

Possession of a valid California Motor Vehicle operator's license.

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TOOLS AND EQUIPMENT USED

Knowledge of operation and use of motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, street roller, manlift, tamper, plate compactor, saws, pumps, compressors, sanders, generators, trencher, common hand and power tools, shovels, wrenches. Skill in use of mobile radio, phone, personal computer including word processing and other software, copy and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to sit, walk, stand and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date:

Revised: 3/98

