

MAINTENANCE AND OPERATIONS SUPERINTENDANT

DEFINITION

To plan, organize, direct and coordinate the activities of the Maintenance and Operations Division within the Public Works Department including overseeing a wide variety of projects in the maintenance and repair of City buildings, streets, and parks and related facilities; to coordinate assigned activities with other divisions and departments; and to provide highly complex staff assistance to the Public Works Director/City Engineer.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director/City Engineer.

Exercises direct supervision over assigned supervisory, technical and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and implement divisional goals, objectives, policies and procedures.

Plan, organize, direct and coordinate the activities of the Maintenance and Operations Division within the Public Works Department including overseeing a wide variety of projects in the maintenance and repair of City buildings, parks, streets, sidewalks, signs, landscaping and grounds and related facilities.

Direct, oversee and participate in the development of the Maintenance and Operations Division short and long range work plan; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods and procedures.

Prepare the Maintenance and Operations Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget; prioritize and allocate division resources.

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.

Develop and prepare scopes of work, City Council Resolutions and Staff Reports for a variety of projects.

Prepare contracts to be reviewed by City Attorney; administer multiple contracts with outside vendors; communicate with, oversee and review, contractor work to ensure it meets requirements.

Authorize purchases of materials, equipment and vehicles.

Answer questions and provide information to the public; confer with citizens; investigate complaints and recommend corrective action as necessary to resolve complaints.

Confer and represent the division and department in meetings with other City departments and divisions.

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

Research and prepare technical and administrative reports; maintain records; prepare written correspondence and other documents.

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

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of organizational analysis and management.

Principles and practices of goal setting, program development, project implementation and evaluation.

Principles and practices of building, facilities and grounds, street and parks maintenance and repair.

Occupational hazards and safety procedures related to area of assignment; methods for safe and efficient operation of vehicles, including trucks, and light to heavy power driven equipment used in maintenance and repair projects.

Methods and procedures of project planning and management.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, state and federal rules, ordinances, regulations and laws.

Modern office procedures and computer equipment and basic mathematics.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Ability to:

Organize and direct the activities of the Maintenance and Operations Division within the Public Works Department including overseeing a wide variety of projects in the maintenance and repair of City buildings, streets, and parks and related facilities operations.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Analyze problems, identify alternative solutions, identify priorities, project consequences of proposed actions and implement recommendations in support of goals.

Read and interpret engineering plans and specifications, blueprints and maps.

Administer and ensure compliance with safety program processes.

Plan and oversee multiple projects including those worked on by contractors or vendors.

Accurately perform basic mathematical computations; prepare reports; and maintain a variety of records and files.

Operate standard and specialized office equipment including applicable software programs.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Supervise, train and evaluate personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Five years of increasingly responsible experience in public works municipal maintenance operations, including two years of supervisory responsibility.

Training:

Equivalent to an Associate's degree from an accredited college or university with major course work in public administration, specialized areas of maintenance or construction or a related field.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession and maintenance of a valid Pesticide Applicator's Certificate including categories B and C, issued by the State of California.

Revised: June 2003

Revised/Updated: February 2019

FLSA: Exempt