CITY OF EL CERRITO

MAINTENANCE SERVICES SUPERINTENDENT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To direct, manage, supervise and coordinate the activities and operations of the Mainte nance Division within the Public Works Department including all related maintenance activities for streets, parks andfacilities; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative support to the Public Works Director.

SUPERVISION RECEIVED AND EXERCISED

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

Exercises direct supervision over maintenance staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

Assume management responsibility for assigned services and activities of the Maintenance division including street, park and facilities maintenance.

Develop and manage goals and objectives for the Maintenance Division; conduct reviews of activities to determine, address and resolve problem areas and increase efficiency of service delivery; recommend within departmental policy, appropriate service and staffing levels.

Manage street and storm drainage maintenance and repair activities; coordinate street resurfacing, repairing and patching and sidewalk, curb and gutter removal; oversee the removal or replacement of traffic control devices.

Manage park maintenance and repair activities; coordinate landscaping, playground equipment maintenance, graffiti removal and trash removal.

Negotiate and administer contracts for maintenance activities including street sweeping, patching and striping, curb and sidewalk repair and storm drain maintenance.

Perform the more difficult and complex maintenance duties including obtaining and reviewing bids and staff reports; manages third party vendor accounts and claim investigation.

Select, train, motivate and evaluate maintenance personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures; assign work activities to staff; monitor and review work activities to ensure safe work practices are followed; ensures compliance with applicable rules, policies and procedures.

Essential Functions: (continued)

Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.

Serve as the liaison for the Maintenance Division with other divisions, departments and outside agencies; negotiate and resolve sensitive and controversial issues.

Provide responsible staff assistance to the Public Works Director/City Engineer.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works maintenance services.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Marginal Functions:

Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a public works maintenance program.

Principles and practices of public works maintenance.

Methods, tools and techniques employed in construction and maintenance operations.

Principles and practices of contract negotiation.

Modern office procedures, methods and equipment including computers.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Oversee and participate in the management of a comprehensive maintenance program.

Oversee, direct and coordinate the work of assigned staff.

Select, supervise, train and evaluate staff.

Participate in the development and administration of division goals, objectives and procedures.

Operate office equipment including computers and supporting word processing and spreadsheet applications.

Direct street, storm drainage and park maintenance activities.

Negotiate and administer contracts for maintenance activities.

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

Research, analyze and evaluate new service delivery methods and techniques.

Interpret and apply Federal, State and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

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

Assimilate information, process logically, and make sound decisions.

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

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

Experience:

Five years of increasingly responsible maintenance in public works maintenance at lead level, including at least two years of administrative and/or supervisory responsibility.

Training:

Equivalent to completion of high school (or GED) supplemented by additional technical training and/or certification in maintenance, construction, landscape, horticultural, or management. An AA or AS degree in a related field is highly desirable.

PHYSICAL DEMANDS:

Sitting:	Frequently	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally to Frequently
Walking:	Occasionally	11 to 25 lbs:	Occasionally to Frequently
Bending:	Occasionally	26 to 50 lbs:	Occasionally
Crouching:	Occasionally	51 to 75 lbs:	Occasionally
Stooping:	Occasionally	76 to 100 lbs:	Occasionally
Kneeling:	Occasionally	100 + lbs:	Occasionally
Crawling:	Never	Carrying:	
Climbing:	Occasionally	up to 10 lbs:	Occasionally to Frequently
Balancing:	Occasionally	11 to 25 lbs:	Occasionally to Frequently
Running:	Never	26 to 50 lbs:	Occasionally
Twisting:	Occasionally	51 to 75 lbs:	Occasionally
Turning:	Occasionally	76 to 100 lbs:	Occasionally
Jumping:	Never	100 + lbs:	Occasionally

Pushing/Pulling:	
up to 10 lbs:	Occasionally to Frequently
11 to 25 lbs:	Occasionally to Frequently
26 to 50 lbs:	Occasionally
51 to 75 lbs:	Occasionally
76 to 100 lbs:	Occasionally
100 + lbs:	Occasionally

Grasping – firm: Occasionally

Finger dexterity:	Occasionally to Frequently
Reaching forward:	Occasionally
Reaching overhead:	Occasionally
Pinch grasp:	Occasionally
Grasp – light:	Occasionally

Coordination	-	Eye-hand:	Frequently
		Eye-hand-foot:	Occasionally
		Driving:	Occasionally to Frequently
Talking	-	Face-to-face:	Frequently
		Verbal contact:	Frequently
		Public:	Occasionally to Frequently
Vision	-	Acuity far:	Required
		Acuity, near:	Required
		Depth perception:	Required
		Field of vision:	Required
		Accommodation:	Required
		Color vision:	Required
Hearing	-	Conversation:	Frequently
		Telephone:	Occasionally to Frequently
		Earplugs:	Occasionally

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Problems-standard, Reading-simple, Reading-complex, Writing-simple, Math skills-simple, Spatial, Form, Clerical, Coordination, Analyzing, Compiling, Computing, Copying, Comparing, Mentoring, Negotiating, Instructing, Supervising, Diverting, Persuading, Speaking -signaling, Serving, Taking instructions-helping, Precision Working, Operating-controlling, Driving-operation, Manipulation, Tending, Handling, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Exposure to: Indoors, Outdoors, Slippery/uneven surfaces, Using computer/computer monitor screen, Works around others, Works alone, Works with others.