

CITY OF SIMI VALLEY

MAINTENANCE 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.*

SUMMARY DESCRIPTION

Under general direction, supervises and coordinates assigned maintenance services program activities and operations including buildings, streets, landscape and vehicles and equipment maintenance; coordinates assigned activities with other divisions, outside agencies and the general public; and provides highly responsible and complex staff assistance to the Deputy Public Works Director (Maintenance Services Engineer).

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Coordinate the organization, staffing and operational activities for assigned maintenance, construction and/or inspection programs.
2. Participate in the development and implementation of goals, objectives, policies and priorities; recommend and implement resulting policies and procedures.
3. Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
4. Direct, coordinate and review the work plan for assigned maintenance services and activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Gather and analyze data and work requests submitted to establish overall maintenance, major maintenance and preventative maintenance standards, programs and schedules.
6. Determine optimum methods of accomplishing work; analyze available budget and staff and elect to accomplish in-house or contract out work.
7. Administer maintenance contracts including specification development, bidding, monitoring and evaluation of work products.
8. Select, train, motivate and evaluate maintenance services personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
9. Participate in the development and administration of assigned program budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend adjustments as necessary.

Maintenance Superintendent (Continued)

10. Provide staff assistance to the Deputy Public Works Director (Maintenance Services Engineer); participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.
11. Coordinate assigned maintenance activities with those of other divisions and outside agencies and organizations.
12. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of maintenance services.
13. Perform related duties as required.

Equipment maintenance functions:

14. Supervise daily operation of the public works and transit garages.
15. Schedule preventative maintenance and safety inspections for transit and public works vehicles; interact with state and local agencies regarding various inspections as necessary.
16. Oversee spare parts inventory.
17. Write specifications for new vehicle purchases and perform predelivery inspections to ensure vehicles meet City specifications.
18. Oversee hazardous waste handling and transporting of materials; complete and mail all forms to the appropriate government agency.
19. Train assigned personnel in commercial driver's license testing; set-up and administer Department of Motor Vehicles driving route.

Landscape maintenance functions:

20. Manage the street tree program including trimming and removal of City trees, tree planting and care and operation of the tree nursery.
21. Manage the Landscape District program.
22. Manage the roadside weed/trash abatement and undeveloped properties programs.
23. Review landscape plans with Public Works Inspectors to ensure compliance with Public Works Department standards.

Building maintenance functions:

24. Oversee the maintenance of all City buildings and related facilities including, electrical, HVAC, plumbing, carpentry, painting, hardware, locksmithing, roofing and door repair.
25. Regularly inspect City buildings and facilities to determine physical condition and the quality of work performed by maintenance staff and contractors.
26. Oversee custodial services for all City buildings.
27. Oversee the operation and maintenance of computerized energy management systems.
28. Implement water, gas, electrical and energy conservation programs.

29. Oversee the modification of all City buildings to ensure compliance with the Americans with Disabilities Act requirements.

Street maintenance functions:

30. Oversee the maintenance and repair of all City streets, street markings, parking lots and traffic equipment.
31. Oversee the maintenance and construction of curbs, sidewalks, gutters and all stormwater system infrastructures.
32. Prepare five-year overlay program and yearly concrete repair contract.
33. Oversee the graffiti abatement program.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties. Certain qualifications will depend on area of assignment.

Knowledge of:

- Operational characteristics, services and activities of assigned City maintenance program.
- Modern and complex principles and practices of preventative maintenance.
- Methods and techniques of maintenance scheduling.
- Principles of fleet and equipment maintenance and repair.
- Principles and practices of pest control management.
- Principles and practices of street tree, irrigation and landscape inspection.
- Principles and practices of contract writing and administration.
- Principles of municipal budget preparation and control.
- Methods and techniques of public relations.
- Principles of supervision, training and performance evaluation.
- The State of California smog inspection program.
- Methods, equipment, and materials used in asphalt, concrete, striping and drainage work.
- Principles and practices of arboriculture and landscape horticulture maintenance and irrigation.
- Procurement procedures and contract management practices in the construction and building trades.
- Building trades including, electrical, mechanical, plumbing, carpentry, locksmithing, welding and pneumatic and electronic controls.
- Preventative maintenance scheduling for a wide variety of construction and transit vehicles.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state and local laws, codes and regulations.

Ability to:

- Supervise, direct and coordinate the work of lower level staff.
- Select, supervise, train and evaluate staff.
- Estimate construction, maintenance and repair costs in assigned maintenance area.
- Read and interpret construction and technical drawings, schematics, engineering plans, blueprints and specifications.
- Evaluate vehicle safety.
- Troubleshoot and diagnose vehicle mechanical defects.
- Evaluate bids from outside contractors.
- Write specifications for materials and equipment.
- Forecast future maintenance need and develop programs to respond to those needs.
- Interpret and explain City maintenance and procurement policies and procedures.

Prepare clear and concise reports.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in civil engineering, business administration, horticulture, arboriculture, mechanical engineering or a related field.

Experience:

Four years of responsible facilities, streets, landscape or fleet maintenance experience including one year of administrative and/or lead supervisory experience.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

When assigned to vehicle and equipment maintenance

Possession of an appropriate, valid Class A driver's license.

Possession of an Employer Testing Program Training certificate is desirable.

When assigned to landscape maintenance

Possession of a Pest Advisors License is desirable.

Possession of an Arborist certificate is desirable.

Possession of an Electrical Hazards Awareness certificate is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Office, shop and field environment; work in confined spaces; work around heavy construction equipment; exposure to noise, dust, fumes, gases, grease, moving vehicles, computer screens and inclement weather conditions.

Physical: Essential and marginal functions may require maintaining physical condition necessary for sitting, standing and walking for prolonged periods of time; light to moderate lifting and carrying; operating motorized vehicles and equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.