



Class Code: 427.2
WP Code: Maint Suptd
Established: June 1996
Revised: March 2006
EEO Code: P

CLASS SPECIFICATION

City of Newark, California

MAINTENANCE SUPERINTENDENT

DEFINITION

Under administrative direction from the Director of Public Works; to plan, organize, direct and coordinate the activities of the Maintenance Division within the Public Works Department including fleet vehicles and equipment, buildings, street, and landscape and park maintenance activities; to coordinate maintenance activities with other divisions or departments and the public; and to provide highly complex staff assistance to the Director of Public Works.

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 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 work flow; review and evaluate work products, methods and procedures.

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.

Coordinate and administer activities related to various contracts and projects.

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.

Research and prepare technical and administrative reports; prepare written correspondence.

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

Maintenance Superintendent

Perform related duties as assigned.

MINIMUM 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, motivation, team building and conflict resolution.

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

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Ability to:

Organize and direct the Maintenance Division 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; consistently apply various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means; work in conditions of various outdoor exposure.

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

Gain cooperation through discussion and persuasion.

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

Prepare and administer a budget.

Supervise, train and evaluate personnel.

Maintenance Superintendent

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

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 administration or maintenance involving the care and upkeep of vehicles and equipment, public buildings, streets, and parks facilities, including two years of supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, engineering, administrative management or a related field.

License or Certificate

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

Probationary Period: 12 Months

FLSA: Exempt