



City of Newark, California

Class Code: 430  
WP Code: AsstMaintSup  
Established: 12/2018  
Revised: \_\_\_\_\_  
EEO Code: P

## CLASS SPECIFICATION

### ASSISTANT MAINTENANCE SUPERINTENDENT

DEFINITION – Under general direction from the Maintenance Superintendent; to plan, organize, direct and supervise public works maintenance operations, including equipment, building, street and landscape and park maintenance activities, as assigned, within the Maintenance Division; and to perform a variety of technical tasks related to assigned areas of responsibility; to coordinate maintenance activities with other divisions or departments and the public; and to provide complex staff assistance to the Maintenance Superintendent.

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

Assist the Maintenance Superintendent in the development and implementation of divisional goals, objectives, policies and procedures; establish schedules and methods for a variety of public works maintenance activities.

Assist in the planning, organizing and direction of 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 related areas.

Direct, oversee and participate in the development of the Maintenance Division work plan for assigned sections; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Assist in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, materials and equipment resources; monitor and control expenditures.

Coordinate and administer activities related to various contracts and projects.

Exercise direct supervision over assigned technical and clerical Maintenance Division personnel; participate in the selection of staff; provide or coordinate staff training; conduct performance evaluations; work with employees to correct deficiencies; implement discipline procedures when necessary; maintain discipline and high standards necessary for the efficient and professional operation of the division.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees.

## **Assistant Maintenance Superintendent**

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

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

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.

Equipment, tools and materials used in a variety of public works maintenance activities.

Principles and practices of supervision, training, and performance evaluations to include leadership, motivation, team building and conflict resolution techniques.

Principles of budget monitoring.

Principles and practices of safety management.

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

#### **Ability to:**

Organize, implement and direct public works maintenance operations such as equipment maintenance, building maintenance, street maintenance, and landscape and park maintenance.

On a continuous basis, know and understand all aspects of the job; intermittently analyze budget and technical reports; interpret and evaluate staff reports; identify and interpret technical and numerical information; know laws, regulations, and codes; observe and problem solve operational and technical; policy and procedures.

On a continuous basis, sit at a desk for long periods of time, intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write and use keyboard to communicate through written means; lift or carry heavy weights; and work in conditions of various outdoor exposure, at high elevations, and in confined spaces.

Interpret and explain pertinent public works maintenance and department policies and procedures.

## **Assistant Maintenance Superintendent**

Assist in the development and monitoring of all public works maintenance budgets.

Develop and recommend policies and procedures related to all maintenance operations.

Supervise, train and evaluate personnel.

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 knowledge and abilities would be:

#### Experience:

Four years of increasingly responsible experience in public works maintenance, including two years of supervisory responsibility.

#### Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in landscape maintenance, facilities management, 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.

When responsible for the Landscape and Parks section:

Possession of certificate as a Certified Arborist from the International Society of Arboriculture.

Possession of, or ability to obtain within one year of employment, a Playground Safety Certificate.

**Probationary Period:** 12 Months

**FLSA:** Exempt