

Parks and Facilities 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 administrative direction of the Director of Public Services, directs, manages, supervises, and coordinates the activities and operations of the Parks and Facilities Maintenance Division within the Public Services Department including operation, maintenance, and repair services and activities related to City parks, landscaped areas, open spaces, recreational facilities, and buildings; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Director of Public Services.

IDENTIFYING CHARACTERISTICS

The Parks and Facilities Maintenance Superintendent is considered a Division Manager with responsibility for the management of a Division that includes several line areas/sections or functional work groups of significant depth and complexity. Responsibilities include overall administration and implementation of a Division including development of Division objectives and design and implementation of supporting units, programs, processes, policies, and/or procedures to successfully achieve those objectives. A Division Manager is also responsible for the development, administration, and control of the associated budget(s). The Parks and Facilities Maintenance Superintendent is distinguished from the Senior Maintenance Worker in that the Parks and Facilities Maintenance Superintendent has overall program and project responsibility whereas the Senior Maintenance Worker is responsible for a particular assignment or activity.

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. Assumes management responsibility for assigned services and activities of the Public Services Department's Parks and Facilities Maintenance Division including operation, maintenance, and repair programs, services, and activities related to City parks, landscaped areas, open spaces, recreational facilities, and buildings; oversees the maintenance and operation of swimming pools; oversees the maintenance of cemeteries and trails.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates, and reviews the work plan for parks and facilities maintenance staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
5. Estimates staff time, equipment, and materials needed for planned projects; researches and orders necessary supplies and equipment.

City of Placerville
Parks and Facilities Maintenance Superintendent

6. Selects, trains, motivates, and evaluates assigned maintenance personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
7. Conducts playground and safety inspections and maintains records and reports.
8. Assists in the implementation of the City's Maintenance Worker Safety program; leads safety meetings; provides safety training; ensures assigned personnel are oriented in departmental procedures, safety practices, systems operations, and other governing regulations.
9. Participates in the planning, design and construction of parks and facility improvement projects.
10. Oversees the set-up of equipment at Town Hall for meetings, rentals, and recreational programs.
11. Performs the full range of buildings, parks, and recreational facilities maintenance and repair assignments as needed.
12. Oversees and participates in the development and administration of the Division's annual budget; assumes responsibility for the development of the assigned Capital Outlay budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; codes all invoices for payment from budget accounts; implements adjustments.
13. Maintains records and prepares reports; monitors and reports on project timeline and expenditure compliance.
14. Serves as the liaison for the Public Services Department's Parks and Facilities Maintenance Division with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.
15. Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
16. Provides responsible staff assistance to the Public Services Director; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to parks and facilities maintenance programs, policies, and procedures as appropriate.
17. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of parks and facilities maintenance and operations; incorporates new developments as appropriate.
18. Responds to and resolves difficult and sensitive citizen inquiries and complaints including those regarding necessary or ongoing repairs; provides customer relations.
19. Provides emergency response related to parks and facilities maintenance; responds to emergency calls after hours as necessary.
20. Performs related duties as required.

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.

Knowledge of:

City of Placerville
Parks and Facilities Maintenance Superintendent

1. Operational characteristics, services, and activities of a parks, open spaces, and facilities maintenance, repair, and construction program.
2. Principles and practices of program development and administration.
3. Principles and practices of municipal budget preparation and administration. Project cost estimating and expenditure control principles and practices.
4. Principles of supervision, training, and performance evaluation.
5. Pertinent federal, state, and local laws, codes, and regulations.
6. Modern methods, tools, equipment, materials, and work practices utilized in parks, landscaped area, open space, building, and recreational facilities maintenance, repair, and construction service areas.
7. Types and level of maintenance and repair activities generally performed in a parks, open space, and facilities maintenance program.
8. Operating characteristics of light and heavy equipment.
9. Methods and materials used in swimming pool maintenance and repair work.
10. Modern office procedures, methods, and equipment including computers and supporting software applications.
11. Principles of business letter writing and report preparation.
12. Occupational hazards and standard safety precautions.
13. Geography of the City and the locations of its facilities.

Ability to:

1. Oversee and participate in the management of a comprehensive public services maintenance, repair, and construction program including operation, maintenance, and repair programs, services, and activities related to City parks, landscaped areas, open spaces, recreational facilities, and buildings.
2. Oversee, direct, and coordinate the work of lower level staff.
3. Select, supervise, train, and evaluate staff.
4. Participate in the development and administration of division goals, objectives, and procedures.
5. Prepare and administer large program budgets.
6. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
7. Research, analyze, and evaluate new service delivery methods and techniques.
8. Interpret and apply federal, state, and local policies, laws, and regulations.

City of Placerville
Parks and Facilities Maintenance Superintendent

9. Ensure adherence to established safety rules, regulations and guidelines.
10. Develop, review, and approve construction standards, plans, and specifications.
11. Prepare accurate descriptions of project requirements.
12. Estimate the costs of repairs and maintenance requirements.
13. Control expenditures.
14. Assign equipment to projects for maximum utilization.
15. Skillfully and safely operate and maintain a variety of maintenance and construction equipment.
16. Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
17. Keep accurate records and prepare clear and concise administrative and financial reports.
18. Respond to requests and inquiries from the general public; tactfully and courteously represent the Public Services Department during public contacts.
19. Communicate clearly and concisely, both orally and in writing.
20. 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 or college level course work in construction technology, business or public administration, or a related field. A Bachelor's degree is desirable.

Experience:

Five years of increasingly responsible maintenance and construction experience including two years of administrative and supervisory responsibility.

License or Certificate:

Possession of, or ability to obtain by date of appointment, an appropriate driver's license.

Possession of, or ability to obtain, a Swimming Pool Operator's 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:

Standard office setting and outdoor field environment; travel from site to site; some exposure to

City of Placerville
Parks and Facilities Maintenance Superintendent

noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; incumbents may be required to work extended hours including evenings and weekends.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to walk, stand, and sit for prolonged periods of time; to climb up or down on ladders, to reach, twist, turn, kneel, bend, stoop, squat, grasp, and make repetitive hand movements; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate assigned equipment and vehicles; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

Date Established: Date
Date Revised: June, 2004
Johnson & Associates