

CITY OF AVALON

MAINTENANCE SUPERINTENDENT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, supervises plans, organizes, coordinates and directs the construction, maintenance, repair and servicing of the City's fleet, streets, parks, beaches, harbor infrastructure, open spaces, facilities, storm drains, saltwater infrastructure and mechanical, electrical and electronic equipment, and performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

This is a single-incumbent class responsible for planning, coordinating and directing the personnel and activities of the Maintenance Division of the Public Works, Garage and Harbor. The division's functions and responsibilities include the construction, maintenance, repair and servicing of equipment, machinery and devices used in the operation of the streets, fleets, parks, beaches, open spaces, facilities, harbor infrastructure, storm drains, water storage and distribution, and wastewater collection and transmission systems. Responsibilities and assignments are broad in scope and require independent judgment on issues that are complex, interpretive and evaluative in nature. The work of this class involves significant leadership, accountability, and decision making responsibilities.

SUPERVISION RECEIVED/EXERCISED:

The **Maintenance Superintendent** is the supervisory level class responsible for assigning and supervising the work of crews engaged in the construction, repair, and maintenance work for streets, sewers, landscapes, parks, and building maintenance, garage and harbor infrastructure. This classification is distinguished from the next higher classification of Director of Public Works in that the latter is responsible for the overall management of the Department.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

1. Plans, organizes, controls, integrates and evaluates the work of the Public Works maintenance operations and staff; develops, implements and monitors short- and long-term plans, goals and objectives focused on achieving the department's mission and assigned priorities; contributes to the development of and monitors performance against the department's annual operating and capital budgets; participates in developing, implementing and evaluating plans, work processes, policies, systems and procedures to achieve annual goals, objectives and work standards.
2. Plans, manages and evaluates staff performance; establishes performance requirements and personal development targets for assigned staff; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides

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other rewards to recognize performance; subject to management concurrence, takes disciplinary action to address performance deficiencies, in accordance with the City's personnel rules and policies.

3. Provides leadership and works with staff to develop and retain highly competent, customer service oriented staff through selection, compensation, training and day-to-day management practices that support the City's mission and values; applies process improvement and quality management principles to assigned areas of responsibility.
4. Directs and participates in analyses and prepares recommendations and reports regarding the construction and maintenance of the water distribution and wastewater collection systems, capital development, staffing requirements and other technical and management issues; determines time, equipment, material and personnel requirements for major projects.
5. Develops scopes of work and manages contracts, including but not limited to, directing work of City Contractors through their on-site supervisors such as the City's landscaping, tree maintenance, paving, striping, concrete grinding, street sweeping, janitorial, electrical, carpentry, roofing, heating and air conditioning, pipeline and wet well cleaning, pipeline video inspection, root control, pest control, and water quality testing contractors.
6. Works with and directs the City contractors' superintendents in resolving issues, complaints, and developing proposals to repair or improve facilities. Inspects work for contract conformance and reviews invoices.
7. Oversees and evaluates water distribution and wastewater collection system operations to ensure compliance with federal, state and local requirements and to maintain the systems at an optimal and cost effective level; directs programs, projects and operational changes to meet these requirements. Ensures accurate records of water distribution, wastewater collection, and storm drain systems are kept and retained subject to the appropriate retention schedules.
8. Assigns various maintenance tasks and responsibilities to field staff. Monitors and directs staff efforts related to completion of assigned tasks and responsibilities.
9. Prepares a variety of special and recurring studies and reports; develops recommendations to improve the City's operations; coordinates activities with other departments and agencies.
10. Supervises the use, care, and operation of Vector Trucks, dump trucks, beach cleaning machines, boom trucks, forklifts, compressors, cranes, jackhammers, portable and stationary generators, pneumatic, hydraulic and electric tools, and related tools and equipment, including a variety of other motorized equipment and commercial vehicles.
11. Reviews and coordinates with appropriate personnel the implementation of local, state and federal laws and regulations regarding potable water distribution and wastewater collections.
12. Consults with engineering consultants on public works, harbor maintenance, garage and public utility construction projects, both public and private.
13. Inspects and evaluates work being performed by City personnel and public and private contractors;

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identifies problem areas and directs remedial action.

14. Personally responds to inquiries and complaints from the public and user departments; attends meetings with other departments, City staff, agencies, and organizations.
15. Resolves a variety of routine personnel administrative matters.
16. Participates in pre-construction conferences on public works and utility construction projects. May lead the work of others as a project leader.
17. Prepares or reviews and maintains a wide variety of written reports and records, including personnel records, periodic progress reports, accident reports, utility location maps, maintenance requests and requisitions for section activities.
18. Researches new operational methods, techniques and equipment and recommends their application.
19. Oversee and coordinates the repair and maintenance operation of the City vehicular fleet, including responsibility for the scheduled and unscheduled maintenance of City vehicles and equipment.
20. Requisitions necessary tools, supplies, materials and equipment.
21. Reviews or prepares plans and specifications for contract work and inspects work performed to determine compliance to standards and approval conditions.
22. Responds to emergency situations as necessary. The department includes 24/7 duty personnel which may require coordination if an emergency occurs. Furthermore, all leave must be coordinated with Department Director.
23. Prepares and submits regular operations and maintenance reports and required regulatory reports to county, state and federal agencies. Ensures technical personnel document maintenance activities in accordance with industry standards.
24. Provides technical assistance to staff. Confers with and advises City staff regarding public works, harbor and garage needs and requirements.
25. Ensures the City's safety program and goals are implemented and carried out in the assigned areas of responsibility; develops and proposes safety requirements to be carried out in the division. Ensures duty personnel are trained for emergency responses at the City's critical facilities.
26. Prepares requisitions for supplies, equipment, professional services and labor contracts
27. Ensures the timely completion of planned preventive maintenance programs. Coordinates and directs staff to efficiently make use of entire work day.
28. Coordinates the division's activities with other public agencies, engineering consultants, developers, business owners and other customers to identify, define and resolve problems directly related to the public works, harbor and garage.

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29. Assumes the responsibilities of the department head in the Director's and Deputy Director's absence.

OTHER DUTIES: *(include but are not limited to the following)*

- Performs other related duties as required.

ABILITY TO:

Plan, assign, direct and coordinate a variety of functional specialties with overlapping work areas; select, motivate and evaluate staff and provide for their training and development; prepare, administer and monitor a division budget; analyze complex operational and administrative problems, evaluate alternatives and recommend or implement effective courses of action; develop and implement goals, objectives, policies, procedures, work standards and management controls; prepare clear and concise records, reports, correspondence and other written materials; exercise independent judgment and initiative within general policy guidelines; establish and maintain effective working relationships with those encountered in the course of the work.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is frequently required to stand and talk or hear; walk or sit. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands: While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; observe and interpret situations; use math and mathematical reasoning; deal with changing, intensive deadlines, and interact with officials and the public.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is regularly exposed to outside weather conditions and wet or humid conditions. The employee regularly works near moving mechanical parts and is exposed to toxic or caustic chemicals, fumes or airborne particles, risk of electrical shock, and vibration. The noise level is occasionally moderately loud.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D.; and eight years of increasingly responsible experience in the construction, maintenance and repair of public works and utility systems, at least four years of which were at a supervisory level; or an equivalent combination of training and experience.

Maintenance Superintendent

Licenses; Certificates; Special Requirements: A valid Commercial Class B California driver's license, or the ability to obtain Commercial Class B License within the first six months of employment.

and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skills to:

Safely and effectively operate a variety of maintenance and construction equipment, tools, and materials; operate an office computer and applicable software.