Date Adopted: 6/13/06

CITY OF GLENDORA

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.*

DEFINITION

Under general direction, directs, plans, and organizes the maintenance and repair of City streets, storm drains, right-of-ways, street sweeping, traffic painting and signing, manages the City's hazardous materials and waste programs, equipment maintenance operation and facilities maintenance operation; performs related duties as required.

CLASS CHARACTERISTICS

This class reports to the Deputy Public Works Director/Building Official and the Public Works Director/City Engineer, and through subordinate street, equipment, and facilities maintenance supervisors is responsible for the administration of the Street Division of the Public Works Department.

ESSENTIAL JOB FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

1. Prepares financial analysis and reports; develops plans to meet future service needs; prepares division budget and controls expenditures of allocated funds. (a b f g h j k n o p)

2. Evaluates work methods and operations; plans and schedules division activity; prepares estimates and monitors construction, maintenance, and operating costs; evaluates division policies, procedures, and services to determine effectiveness; makes changes to increase effectiveness. (a b f g h j k n o p)

3. Directs through subordinate supervisors, the maintenance and repairs to streets, right-of-ways, storm drains and all City owned gas and diesel equipment and City facilities. (a d e f g h i j k l m)

4. Administers Hazardous Materials Management Program, including containment, handling, monitoring, and disposal of toxic substances and hazardous materials; reviews or prepares various plans, reports, and communications to ensure compliance with governmental regulations. (a b g h i j k o s)

5. Evaluates service and equipment needs with available service vendors/ products; writes or reviews bid specifications; monitors contractor/ equipment performance; inspects work in progress to ensure compliance with City specifications. (a b c d g h j k l m r)

6. Receives and investigates citizen complaints and requests; determines and ensures appropriate disposition; monitors work completed in response to concerns forwarded by City Manager or City Council; investigates and reports on matters related to claims made against the City. (a b c d f g h i j k m)

7. Selects division employees; plans, organizes, and assigns work; develops and establishes work methods and standards and safety programs; directs staff training and development; reviews and evaluates employee performance; executes disciplinary action. (a d e f g j k l m)

8. Coordinates the division's activities with other areas of the City organization, the East San Gabriel Valley Consortium, and Community Beautification Program. (a b c d f g h j k)

9. Administers contractor construction projects, including preparation of plans and specification; inspects work in progress to ensure compliance with City specifications. (a b c d g h j k l m r)

REQUISITE ABILITIES

The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

a. Communicate clearly and concisely, both orally and in writing.

b. Research and prepare analytical reports.

c. Establish and maintain effective relationships with the community at large, the City Council, and other public officials.

d. Manage the work of others engaged in diverse maintenance activities through subordinate supervisors.

e. Select, train, supervise and evaluate employees.

f. Plan, organize, and direct public works activities.

g. Make decisions regarding operational and personnel functions.

h. Operate programs within allocated amounts.

i. Respond to emergency and problem situations in an effective manner.

j. Understand, explain and apply policies and procedures.

k. Analyze unusual situations and resolve them through application of management principles and practices.

l. Devise work production goals and evaluate work unit performance against such goals.

m. Deal constructively with conflict and develop effective resolutions.

n. Assist in planning and enforcing a balanced budget.

o. Develop comprehensive plans to satisfy future needs of department services.

p. Interpret financial statements and cost accounting reports.

q. Inspect contract work and ensure compliance to contract provisions.

r. Administer a hazardous material program.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

Education and/or Experience *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:*

Specialized training in public works construction, engineering, or a closely related field, and five years of increasingly responsible construction and public works maintenance experience, including or supplemented by three years supervisory experience.

Knowledge and Skill Levels

Thorough knowledge of the principles, practices, and techniques of public works, streets, storm drains facilities and equipment maintenance; methods, techniques, and practices employed in public works design and construction, including methods, procedures, and materials; cost accounting; supervision and training principles and techniques; budgetary, work planning, and time/material cost estimation techniques; federal, state, and local regulations concerning hazardous materials, waste, and air quality.

Special Requirements

Possession of or ability to obtain a certificate in hazardous materials management.

Possession of or ability to obtain a Class C California driver’s license and a satisfactory driving record.

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: Work is performed primarily in a standard office setting, subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with academic and classified staff and others. Duties are typically performed at a desk or computer terminal, with some travel to different sites, and exposure to noise, dust, and inclement weather conditions. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; 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.

Revised by *Johnson & Associates LLC* June, 2006