

**City of San Jose****MAINTENANCE SUPERINTENDENT (3117)****CLASS PURPOSE**

Under direction, performs planning, organizing and direction functions of considerable difficulty in a major functional section in the construction and maintenance of public service facilities. Performs related work as required.

**TYPICAL DUTIES AND RESULTS** (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- Plans, inspects, and evaluates work performed in the construction, maintenance and repair of street, sewers, parks, and public facilities.
- Supervises, assigns, trains, and evaluates subordinates.
- Participates in personnel decisions such as employment, promotion, retentions, and other matters.
- Prepares annual, preventive and other maintenance schedules.
- Plans and establishes sweeping, leaf removal, weed abatement, tree trimming, pruning, mowing, and other maintenance routines.
- Established and maintains training programs.
- Reviews and prioritizes work to be completed.
- Provides technical assistance to subordinates.
- Approves procurement of tools, equipment, and supplies.
- Initiates work orders for needed repairs to equipment and vehicles.
- Establishes, reviews, and recommends policies and procedures.
- Studies organizations, operations, and services and makes recommendations.
- Enforces policy and procedures within sphere of authority.
- Evaluates adequacy of existing facilities and facilities under construction. .
- Submits recommendations for expansions, reductions, and improvement of services.
- Prepares and submits budget recommendations.
- Ensures that budget allocations are not exceeded.
- Prepares and submits reports on manpower and equipment utilized.
- Compiles and analyzes records of tools, parts, material, equipment and manpower utilized.
- Reviews daily activity reports.
- Writes specifications for needed equipment. Monitors water use.
- Investigates and resolves citizen complaints.
- Performs difficult public contact and liaison work in explaining and interpreting programs.
- Assumes responsibility for safe operation of equipment, security, and cleanup of work area.
- Assumes responsibility for vehicle and pedestrian safety in work area.
- Effectively utilizes manpower, equipment and materials.
- Provides safe work equipment and environment.

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- Ensures that established standards of work procedures are being maintained and makes recommendations for change.
- Ensures that public facilities and structures are maintained in a clean, safe Healthful condition.

**Typical End Results Include:** Ensuring the proper construction and maintenance of public service facilities; ensures the economy, efficiency and quality of organization, operations and services; ensuring that programs and goals are met.

### **DISTINGUISHING CHARACTERISTICS**

Incumbents of this class are responsible for directing a major functional section in the construction and maintenance of public service facilities. This class differs from that of Maintenance Supervisor in that the latter has a lesser functional and supervisory responsibility and normally reports to an incumbent of this class.

### **QUALIFICATIONS**

#### **Minimum Knowledges, Skills and Abilities**

- Knowledge of the materials, methods, tools, and equipment used in street sewer, park and public facility construction, maintenance, and repair.
- Knowledge of the principles, methods, and techniques of supervision.
- Knowledge of the safe operation of motor vehicles and equipment.
- Knowledge of the safety practice and precautions to be taken in work.
- Knowledge of preventive maintenance and conservation procedures.
- Knowledge of budget preparation methods and procedures.
- Ability to supervise, assign, train, and evaluate subordinates.
- Ability to establish training programs.
- Ability to plan and establish maintenance priorities.
- Ability to set work completion priorities.
- Ability to review, evaluate, and make recommendations on equipment and manpower usage.
- Ability to follow, oral and written instructions.
- Ability to read and interpret plans, diagrams, sketches, blueprints, aerial maps, and parcel maps.
- Ability to perform arithmetic calculations and make measurements.
- Ability to prepare reports and keep records.

#### **Competency Knowledges, Skills and Abilities**

- Knowledge of the materials methods and tools and equipment used in the construction and maintenance of a variety of major city functions.
- Knowledge of safety rules in using herbicides, pesticides, insecticides and other chemicals.
- Knowledge of the principles of management.

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**Training and Experience**

Any combination of training and experience equivalent to completion of high school and six (6) years experience in the construction, maintenance, and repair of streets, sewers, parks, and public facilities including at least three (3) years of supervisory experience at the level of Maintenance Supervisor.

**Licenses/Certificates**

May require State of California certification for the use of chemicals and pesticides. Possession of a valid California driver's license.

**Classification History:**

Formerly Parks General Supervisor and Public Works General Supervisor