

**ADMINISTRATIVE SERVICES DEPARTMENT
FLEET AND FACILITY SERVICES DIVISION
FACILITIES SUPERINTENDENT**

GENERAL DUTIES: Under the general direction of the Assistant City Administrator, plan, coordinate and supervise the activities of the Facilities Maintenance Section. Assigned functions are structural and custodial maintenance services which City personnel and contractors provide.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plan, schedule and, as necessary, participate in the city-wide facilities maintenance program and assigned Capital Improvement projects; establish work priorities for division personnel on work assignments involving carpentry, painting, plumbing, electrical and other types of maintenance; plan and schedule building cleaning activities; develop programs for routine and preventive facility maintenance.
2. Receive, evaluate and process work requests from City departments; and determine priorities and methods necessary to achieve objectives.
3. Apply City and Department policies, procedures, rules and regulations pertaining to the work and the work group; establish divisional policies, procedures and rules pertaining to the work group.

4. Coordinate computerized Maintenance Management System to track work orders, time and materials, and prepare periodic charge-back reports.
5. Coordinate projects and equipment purchases with other City work units and outside contractors; assist in the determination of the need for use of contractors; prepare contract documents, vendor qualifications and Request for Proposal specifications and requirements; participate in vendor/contractor selection; administer contracts.
6. Performs facilities work of a specialized nature or as may be required on an emergency basis; prepares plans and specifications for changes in facility design and/or facility improvements.
7. Inspect work by employees and contractors in progress and upon completion to insure compliance with standards and specifications; and advise management staff of work in progress, operating problems and actual or potential delays.
8. Develop and administer the five-year operating budget and the 20-year capital improvement budget, and monitor expenditures; recommends changes to the budget and provides documentation to support recommendations; perform budget analysis and project cost of divisional operation including staffing, equipment and supplies and maintenance costs of facilities.
9. Prepare periodic reports and summaries; and direct and participate in the maintenance of necessary records.
10. Respond to questions, complaints and emergency calls and take appropriate courses of action.
11. Responsible for the maintenance of safe working conditions and practices.
12. Serves as a liaison to City departments and other agencies relative to assigned areas of responsibility.
13. Perform related work as assigned.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS: Skill in:

1. Interpreting and applying policies, procedures, rules and regulations and laws applicable to the work.
2. Organizing work, setting priorities and exercising sound independent judgment within established guidelines.
3. Maintaining accurate records and preparing clear, concise and effective correspondence, reports and other written materials.
4. Preparing, administering and monitoring program budgets.
5. Establishing effective relationships with those contacted in the course of the work.
6. Project management.

KNOWLEDGE: Knowledge of:

1. Principles and practices methods, equipment, materials and techniques used in the repair, maintenance and cleaning of public facilities; principles and practices of construction.
2. Principles and practices of supervision, training and personnel management.
3. Safe work practices and procedures and applicable laws and regulations governing job safety and the work environment.
4. Contract documents and specifications.
5. Report and letter writing.
6. Correct English usage including, grammar, spelling and punctuation; report and letter writing.
7. Pertinent local, State and Federal rules, regulations and laws.
8. Modern office procedures and computer equipment.
9. Principles and practices of organizational analysis and management.
10. Budgeting, accounting and purchasing methods and principles; business mathematics; effective methods of record keeping and inventory control; computerized maintenance management systems.

ABILITIES: Ability to:

1. Effectively plan, organize, direct and review the work of the division.
2. Acquire and exercise a thorough knowledge of all aspects of City building facilities.
3. Prepare plans and specifications, construction and maintenance cost schedules and budget requests.
4. Read and interpret technical materials to non-technical individuals including material and equipment specifications, blueprints and maintenance and repair manuals.
5. Operate a personal computer and use applicable word processing and spreadsheet applications; create and use computerized records, databases and maintenance management system.
6. Communicate effectively in writing and verbally.
7. Maintain effective working relationships with those contacted in the course of work.
8. Supervise, train and evaluate personnel.
9. Analyze problems, identify alternative solutions, recommend and implement appropriate solutions.
10. Make budget projections and arithmetical calculations.
11. As required, perform physical requirements of the job.
12. Ability to lift and carry up to 75 pounds safely.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

When working in the office and in the field, the following may be used:

1. Computer, keyboard and monitor
2. Laser-jet or ink jet printer
3. Telephone
4. Copier
5. Calculator
6. Facsimile machine
7. Typewriter
8. Digital camera
9. Paper shredder
10. Paper cutter
11. Specialized computer software
12. Handcart or dolly
13. Pager
14. Two-way radio
15. Safety goggles, gloves, hard-hat, shoes, ear plugs, respirator, first-aid kit and safety vest
16. Aerosol cans, solvents, paint, thinners
17. Hand tools, rakes, shovels, drills, etc.
18. Ladders
19. Aerial lift
20. Pressure washer
21. Traffic control barricades, cones, signs and light bars
22. Automobile, truck or van

PHYSICAL DEMANDS:

Under typical office and field conditions, an employee will perform the following physical activities which include using many hand tools and operating heavy equipment on a daily basis:

1. Sitting, when driving vehicles or heavy equipment, or when working in the office.
2. Standing, during painting, inspecting, or building and electrical maintenance.
3. Walking, while inspecting facilities and sites where repairs are needed.
4. Stooping, while inspecting, digging, painting, sanding, etc.
5. Kneeling, when inspecting, painting, sanding, laying concrete or maintaining electrical and roof systems, etc.
6. Bending, when working on wiring, painting, digging, inspecting facilities, etc.
7. Climbing, when using ladders, or when working with light and heavy equipment.
8. Crawling, in attic spaces or underneath buildings during monthly maintenance.
9. Twisting, while shoveling, laying concrete, painting, inspecting facilities, etc.
10. Pushing/Pulling, working with tools and equipment during construction, demolition projects, etc.
11. Lifting, up to 75 lbs., tools, equipment, office furniture, lumber, concrete sacks, etc.
12. Carrying, hand tools, rakes, shovels, radios and other field equipment, etc.

13. Repetitive hand motion including simple grasping, firm grasping, when writing and keyboarding.
14. Dragging, when moving office furniture, hoses and electrical cords, concrete sacks, etc.
15. Driving, to all facilities to install, repair, or deliver equipment, in addition to purchasing supplies or attending meetings and training.
16. Speed, in meeting deadlines and using office equipment.

Under typical office conditions, employee performs these same physical activities but to a lesser degree, when handling files, books, binders, and boxes of work-related materials.

SENSORY DEMANDS:

Employee may spend more than 50% of the time working in outdoor conditions. For safety reasons, employees are required to utilize all these senses when working with light and heavy equipment and tools. Under typical office conditions, employees utilize these same senses while using a computer, printer, typewriter, telephone, fax machine, copier, calculator, paper shredder, paper cutter, etc.:

1. Seeing, color vision is necessary when identifying color-coded wiring, and when matching paints on and around different facilities.
2. Hearing, when identifying facility and equipment failures, or when working around heavy equipment and communicating with others.
3. Speaking, employee must be able to communicate with co-workers and customers and the public, especially when working in the field.
4. Touching/Feeling, employees must be able to differentiate sharp or hot objects, in order to prevent injury or an unsafe condition when working outdoors in the field.
5. Smelling, employees must be able to detect gas leaks and possible burned wiring.

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, approximately 50% of the time.
2. Flooring: Linoleum, tile, carpet, wood, asphalt, etc.
3. Noise Level: Conducive to office settings with phones, copiers, radios, and typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal to high indoor levels associated with dust and odors from computer equipment, paper, ink pens, copiers or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions, approximately 40% of the time.
2. Travel: Under varying conditions via automobile, up to 10% of the time.
3. Flooring: Asphalt, dirt, mud, concrete, turf, tile, wood, roof-tops, uneven surfaces, etc.
4. Noise Level: Varying low to high, light and heavy equipment noise due to trucks, saws, drills, sanders, air compressors, jack hammers, backup alarms, etc.

5. Lighting: Conducive to day or night setting, but may also work in poorly lit areas such as attics or basements.
6. Ventilation: Heating and air conditioning provided by a vehicle/truck. Normal to high, for exposure to extreme hot, cold or rainy conditions depending on the time of the year.
7. Dust or Fumes: Normal to high levels, during new construction, painting or demolition projects. Also exposed to insect, vermin, pigeon, or rodent excrement.

HAZARDS:

Mechanical, electrical or gas exposure is low to high, depending on the nature of the work being performed. Employees must be aware of the location of the electrical, gas and water lines to avoid exposure to these hazards. There is also potential exposure to biological waste products or bodily fluids when performing maintenance in the City's public restrooms, parks or Police detention facility. Employees are exposed to elevated heights in excess of 25 feet. There is also potential exposure to mechanical hazards when utilizing a vehicle.

Mechanical or electrical exposure is minimal when properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, fax machine, or radio.

ATMOSPHERIC CONDITIONS:

Minimal to high exposure occurs from solvents, paints, vehicle exhaust, propane and dust, on a daily basis. In addition, employees come in contact with insects, rodents, birds and other pests.

Some exposure to exhaust fumes occurs in the office due to the close proximity of the parking lot area. Typical exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS

1. Education equivalent to an AA degree in construction technology, facilities maintenance or a related field.
2. Six (6) years of experience in building/facilities maintenance, including two (2) years of supervisory experience at a lead worker level or higher.
3. Additional years of related experience may be substituted for up to two years of the required education with one additional year of experience equaling one year of the required education.
4. Possess, at time of hire, and maintain during employment a valid California Class C Drivers License and a safe driving record necessary to operate assigned vehicle(s).
5. Pass a post-offer medical examination, which includes a drug test.
6. Is subject to weekend work, work on holidays, variable shifts and call back.
7. Prefer bilingual (English/Spanish).
8. Pass a Department of Justice criminal record check for employment.
9. Prefer non-tobacco user.