

EXHIBIT F



CLASS SPECIFICATION

CLASS TITLE: Maintenance Superintendent

DEFINITION: Under general supervision, plans, coordinates, and manages a variety of operational maintenance for multiple work units. Assigned areas may include: streets, sidewalks, facilities, fleet and electrical systems. Supervises, and monitors assigned resources to include staff, directly and through subordinates; coordinates assigned activities with other departments and divisions, work units, and outside organizations; and serves as a technical resource for assigned staff; performs related duties as required.

DISTINGUISHING CHARACTERISTICS: This classification may supervise multiple work units. Responsibilities include the direct and indirect supervision of supervisory, technical and support staff. This classification reports to a department manager. This position requires strong supervisory skills as well as knowledge and expertise in a variety of designated technical and specialized maintenance functions.

TYPICAL DUTIES

Duties may include, but are not limited to, the following:

1. Plans and organizes the day-to-day operations and maintenance, through subordinate supervisors of the City's maintenance units (ex. streets, sidewalks, facilities, fleet and electrical maintenance systems, etc.) in accordance with all local, regional, state, and federal regulations.
2. Recommends procedures and processes to enhance operational efficiencies and safety protocol.
3. Coordinates and supervises preventive maintenance and repair programs for the City equipment; coordinates and administers contracts for outside maintenance services.
4. Assists with the recommendations and implementation of goals and objectives based on specific assigned maintenance unit(s); may implement performance standards and methods for work performed in these work units; develops, implements, and evaluates pertinent processes and procedures to ensure on-going quality service and product, and safety for internal and external customers.

5. Plans, implements, supervises, and evaluates the work of assigned staff, consultants and contractors involved in City's maintenance programs to ensure timely, cost effective, and successful services are provided.
6. Monitors and evaluates operations and activities of assigned maintenance work units; recommends and implements improvements and modifications on a proactive and as needed basis; prepares a variety of reports and presentations periodically and upon request.
7. Assist in the implementation of and monitors the safety program for each assigned work unit in accordance with OSHA and City guidelines and regulations.
8. Participates in the selection of staff; coordinates staff training; conducts performance reviews; and implements disciplinary procedures.
9. Receives and responds to questions and concerns from the public regarding assigned services and functions; initiates and directs investigations regarding such complaints; implements corrective action as necessary to resolve issues; and communicates answers and/or actions taken to appropriate parties in a timely and respectful manner.
10. Builds and maintains positive working relationships with City management, peers, and staff as well as other organizations, businesses, consultants, contractors, citizens, and the general public applying principles of effective customer service; prepares periodic and requested reports, analyses, and presentations for City management and elected officials upon request.
11. Participates in budget preparation and administration for assigned work units prepares cost estimates for budget recommendations; assist management with justifications for staffing and resources requests; monitors and controls expenditures on an on-going basis.
12. Performs related duties as assigned.

MINIMUM REQUIREMENTS:

Experience/Education: A typical way to obtain the requisite knowledge and abilities would be: at least three (3) years of progressively responsible experience in the supervision of designated public works' maintenance projects and activities; graduation from high school supplemented with additional training/coursework/work experience in supervision/ management. Upper division college coursework in public or business administration, engineering, public works management or a field related to the required experience is desired.

Knowledge of: Standard and accepted principles, methods, practices and equipment utilized in the installation, inspection, repair and maintenance of roads, bridges, storm drainage facilities, fleet, facility maintenance, electrical systems, traffic signals and street lights, and custodian services; applicable street and road signs and markings for cities; standard and accepted safety regulations and standards for safe working practices; applicable federal, state, county and city codes relating to construction and maintenance of streets and facilities and related improvements; standard and accepted equipment and materials supply sources for assigned maintenance/construction functions; standard

and accepted cost estimating methods; standards and specifications for assigned maintenance/construction projects; standard and accepted public administration practices including budgeting, program/evaluation, and supervisory techniques.

Ability to: Understand, interpret and explain applicable laws, regulations and policies governing assigned programs in a clear and concise manner; learn the geography of the City and its roads and streets; plan, organize and manage a variety of specialized maintenance programs and activities to include streets, facilities, fleet, and electrical maintenance functions; develop and implement effective and efficient operational procedures; analyze and evaluate alternatives, recommend solutions, and implement changes; collect and analyze data to identify needs and evaluate program effectiveness; communicate effectively and tactfully in both oral and written forms; establish and maintain cooperative working relationships; understand program objectives in relation to departmental goals and procedures; demonstrate tact and diplomacy with diverse individuals and groups; prepare reports in a timely and effective manner; select employees and supervise the work of others engaged in a variety of maintenance, repair and construction activities; secure cooperation and teamwork among support staff, contractors, other City departments/divisions, and outside organizations; understand and analyze expenditure reports; establish and maintain accurate records and document actions taken; organize and prioritize work assignments for self and others; perform mathematical calculations; determine and evaluate appropriate levels of performance of employees and contract service providers; effectively delegate responsibility and authority to others; perform assigned duties in a safe and effective manner for self and others; establish and maintain effective working relationships with those contacted in the performance of required duties.

Special Requirements: Possession of a valid California Class C Driver's License and a satisfactory driving record. Independent travel is required. Emergency response and attendance at evening meetings necessitates work outside normal working hours.

Established: June 2018
FLSA: Exempt