

CLASSIFICATION SPECIFICATION

CITY OF MARYSVILLE, CA

Date: April 2017

CLASS TITLE: Parks & Facilities Superintendent **JOB CODE:** 10770

WORKING TITLE: Public Works Superintendent **FLSA STATUS:** Non-Exempt

REPORTS TO: Director, Community Development and Services **HIRING STATUS:** Career

JOB SUMMARY

Under general direction, the Parks & Facilities Superintendent plans, directs, assigns, supervises, reviews and participates in the work of personnel engaged in a variety of field maintenance services and activities, including street maintenance, parks maintenance, maintenance and upkeep of public buildings and grounds and wastewater system appurtenances.

General direction is provided by the department head or designee. This position supervises subordinate personnel as assigned.

DISTINGUISHING CHARACTERISTICS

The Parks & Facilities Superintendent performs the full range of first-line supervisory duties to keep the City's streets and sidewalks, traffic signs and signals, parks and open space, wastewater facilities and public buildings and ground well maintained, properly repaired and operational at all times. Subordinate personnel perform a wide variety of unskilled and semi-skilled maintenance tasks using power tools and hand tools, operate various light- and heavy-duty vehicles and equipment, and employ hazardous chemicals and fertilizers in the normal course of business. The incumbent in this class is required to exercise sound judgment to ensure safety of operations, to schedule and coordinate the work of subordinate personnel and independent contractors, as assigned, and to train subordinates in the safe and proper operation of assigned duties.

EXAMPLES OF WORK

Examples of Work are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

Provides continuous support in carrying out the mission of the department, as amended from time to time, including:

- Plan, direct, assign, supervise, review and participate in the work of unskilled and semi-skilled personnel in maintenance and construction activities involving City streets, parks and open space, public buildings and grounds, and wastewater system facilities.
- Prepare routine, recurring maintenance schedules for parks, public buildings and grounds, streets and sidewalks, and wastewater facilities.
- Estimate labor and material costs for work to be performed, and oversee the acquisition and purchase of supplies and materials for satisfactory, on-time job completion.
- Assist crews in the resolution of work problems.
- Maintain work times, equipment records and material supplies; make reports of work performed.
- Inspect work in progress by both City personnel and contractors to ensure quality control and contract conformity.
- Instruct subordinates in work techniques, use of equipment and safety rules and procedures.

- Inspect the work of independent contractors engaged in contract maintenance and construction work for the City.
- Supervise, train, discipline and evaluate performance of subordinate employees, as assigned.
- Direct operators of heavy mechanical equipment in street and other public facility excavation and pavement repair work.
- Evaluate street conditions for the computerized pavement maintenance system.
- Respond to public inquiries, requests for services and complaints.
- Provide technical assistance and recommendations for structural maintenance, repair and alteration of City-owned and leased facilities, including carpentry, roof repair, cabinet work, painting and finishing, lock and door maintenance, glass repair, HVAC and mechanical systems and general building upkeep.

QUALIFICATION REQUIREMENTS

To be successful in these positions, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYMENT STANDARDS (position requirements at entry)

Any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the job is qualifying. These employment standards would typically be achieved by possession of a high school diploma, or equivalent, and five years of increasingly responsible experience performing duties expected of incumbents in this class, including at least two years directly supervising others engaged in such duties. Preference given for college or technical institute coursework in building supervision, project management, construction management, park maintenance, landscape architecture, turf management, business administration or related fields. Associates degree preferred.

SPECIAL QUALIFICATIONS

Driver License: Possession of a valid California Driver License at the time of appointment. Loss of the required license is cause for discipline, up to and including termination. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Medical Examination: Employees are required to undergo an extensive pre-employment medical exam.

Probationary Period: Employees must complete twelve (12) months of probation at a satisfactory performance level prior to gaining permanent status.

KNOWLEDGE, SKILLS, AND ABILITIES (position requirements at entry)

Knowledge of:

- Methods, practices, tools, materials and equipment used in maintenance and construction work, especially associated with streets, parking lots, rights-of-way, municipal parks, wastewater underground and pumping facilities, stormwater drainage systems, and public buildings and grounds;
- Soil conditioning, plant growth and pruning patterns of shrubs and trees;
- Shop operations and small equipment repairs;
- Occupational hazards of the workplace and appropriate safety measures;
- Effective project management practices and techniques;
- Contemporary principles and practices of supervision, training, performance evaluation, disciplinary action and employer-employee relations;

Ability to:

- Listen effectively;
- Communicate clearly, logically, concisely, and persuasively, both in writing and orally;

- Complete assigned tasks relying on broad descriptions of objectives and established schedules, rather than on extensive, separate instructions requiring frequent supervision;
- Ability to understand and carry out oral and written directions;
- Ability to establish and maintain cooperative relationships with those contacted in the course of work.
- Learn, understand and accurately interpret applicable codes, site plans/blueprints and departmental procedures and practices;

Language Skills:

- Well-developed listening, writing, and verbal communication skills, including the proper use of legal, financial, and subject matter concepts and terminology, conveyed with the intended audience in mind.

Reasoning Skills:

- Well-developed ability to define technical subject matter problems succinctly, to draw reasonable conclusions therefrom, to conceptualize solutions effectively, and to effectively relate those matters to others. The issues involved will regularly require incumbents to interpret a variety of technical instructions, possibly given in mathematical, diagrammatic, schematic or statutory forms.

PHYSICAL DEMANDS

The physical demands described here are representative of those which 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 functions.

While performing the duties of this job, the employee is regularly required to sit, walk, stand, stoop, climb, dig, lift up to 50 pounds and push motorized equipment.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet indoors, and varying outdoors.

Work is performed in all sorts of weather, including inclement weather and temperatures above 100 degrees Fahrenheit.