

City of La Quinta
CLASS SPECIFICATION
Maintenance and Operations Superintendent

CLASS SERIES	BAND/GRADE/SUBGRADE	FLSA STATUS
Maintenance and Operations	B32	Non-Exempt

CLASS SUMMARY:

This class is the fourth in a four-level Maintenance and Operations series. Incumbents are responsible for managing maintenance, construction and trades staff in an assigned area related to facilities or parks.

DISTINGUISHING CHARACTERISTICS:

This class performs planning/oversight of day-to-day work activities and operations of a semi-skilled or skilled crew, including participating in the development of unit goals, policies, processes, budgets, objectives and procedures; and troubleshooting and repair of more complex issues.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination and disciplinary recommendations.

Oversees the day-to-day activities of assigned area, which may include: developing and administering operational policies and procedures; planning and coordinating projects, processes, procedures, and standards; monitoring compliance with Federal, State and local laws, regulations, codes, and standards; coordinating services between multiple service areas; and creating work and maintenance schedules.

Oversees leases, contracts, and capital projects, following proper purchasing procedures.

Assists with preparation and administration of a budget; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.

Responds to and investigates the most difficult citizen/customer complaints.

Monitors inventory of supplies, materials and equipment; develops applicable specifications; ensures replacement or replenishment of tools, equipment and supplies.

Prepares a variety of reports and or records associated with work orders, inventory orders, maintenance, purchasing, information, projects and management.

Performs other duties of a similar nature and level as assigned.

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to **Building Superintendent** functions may also be responsible for:

- Overseeing all facilities operations including electrical, HVAC, plumbing, vendor contracts, in all City-owned facilities, including the Library, Wellness Center, Museum, fire stations, City Hall and parks facilities;
- Managing back-up generators, battery systems, and emergency preparedness issues, as identified;
- Managing building alarm systems and access control; and
- Overseeing maintenance and repairs to HVAC systems for all facilities.

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Positions assigned to **Parks Superintendent** functions may also be responsible for:

- Overseeing all parks operations including park landscaping and lighting, vendor contracts, sports field usage, playground equipment maintenance/repair and irrigation system maintenance/repair in the City's parks and trails;
- Managing sports association contract and pool operations/cleaning contracts; and
- Managing lighting systems in all City parks.

TRAINING AND EXPERIENCE:

High School Diploma and four (4) years of experience in project management, facility construction/maintenance, and parks administration, depending on assigned area of responsibility. Based on assignment, additional training and/or licensure/certifications may be required, such as Licensed General Contractor (desired), licensed HVAC experience (desired), Playground Safety Certification. Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATIONS:

- Valid Class C California Driver's License.
- As assigned, Playground Safety Certification, HVAC certification, Aquatic Facility Operator certification or other trade licenses and certifications may be required.

KNOWLEDGE OF:

- Managerial principles
- Budget principles;
- Supervisory principles;
- Tools and equipment related to applicable area;
- Project management principles and practices;
- Recent developments, current literature and sources of information regarding assigned maintenance area;
- Applicable local, State and Federal laws, codes, rules and regulations;
- Inventory procurement principles;
- Occupational hazards and applicable safety principles and practices;
- Basic math including addition, subtraction, multiplication and division;
- Principles of customer service;
- Reporting/Recording principles; and
- Computers and related software applications.

SKILL IN:

- Operating applicable tools, equipment and testing devices;
- Managing and evaluating employees;
- Prioritizing and assigning work;
- Monitoring a budget;
- Developing, implementing, and applying policies and procedures;
- Applying technical knowledge to perform and/or troubleshoot skilled and semi-skilled tasks;
- Using independent judgment in routine and emergency situations;
- Monitoring and maintaining inventory to facilitate efficient and effective operations;

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- Reviewing, preparing and maintaining a variety of records, logs, and technical reports;
- Applying local, State and Federal laws, rules and regulations;
- Public presentations;
- Preparing written reports, letters, memos and emails; and
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASS HISTORY INFORMATION:

Draft prepared by Fox Lawson & Associates, a Division of Gallagher Benefit Services (QP) (6/2013)
Revised by City of La Quinta (1/2016)