

PUBLIC WORKS SUPERINTENDENT – FACILITIES AND FLEET MAINTENANCE**Job Summary:**

Under general direction, the Public Works Superintendent - Facilities and Fleet Maintenance develops, organizes, manages, and directs programs and personnel of the Facilities Maintenance and Fleet Division within the Public Works Department. Coordinates assigned activities with other divisions, departments, and outside agencies.

Essential Duties and Responsibilities:

(The functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

- Plans, organizes, controls, manages, and evaluates the work of the Facilities Maintenance and Fleet Services Division; participates in establishing operational plans and initiatives to meet department goals and objectives; implements departmental plans, work programs, processes, and procedures; monitors work against budget.
- Monitors performance and provides coaching for performance improvement and development; provides or recommends compensation and other rewards to recognize performance; takes disciplinary action, up to, and including, termination.
- Provides leadership and works with staff to develop and maintain a high performance, customer service-oriented work environment.
- Plans and directs facility maintenance and repairs; prepares plans and drawings for facility maintenance and repairs to existing buildings; develops public building maintenance contracts; plans and directs the maintenance of public buildings; inspects work of staff and personnel.
- Coordinates and reviews work plan for Fleet Services staff engaged in the servicing, installation, maintenance, repair, and modification of automotive, construction, and mechanical equipment; implements preventive maintenance programs.
- Prepares, updates, and submits a five-year vehicle replacement plan that permits timely and cost-effective replacement of vehicles; coordinates the development of vehicle and equipment specifications with user, agencies, and Purchasing to implement vehicle and equipment replacement plans; manages vehicle fuel systems.
- Oversees and participates in the development and administration of the Facilities Maintenance and Fleet Services Division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of facility maintenance and fleet services.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints; serves as liaison with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.
- Directs, plans, and coordinates the City's vehicle disposal program; provides oversight and direction to public vehicle sales.
- Ensures the City's safety program and goals are implemented and carried out in Facility Maintenance, Custodial, and Fleet services; directs managers and supervisors to

develop responsible programs for employee safety in potentially hazardous work environments.

- Performs a variety of complex and special projects.
- Performs other duties as assigned.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

A Bachelor's degree in construction, business, public administration, or a closely related field and six (6) years of full-time paid increasingly responsible administration experience in building maintenance, construction, or fleet management, including two (2) years of supervisory experience in related areas as indicated or an equivalent combination of education, training, and experience.

License or Certificate:

Possession of a valid California Class C driver's license is required. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

Knowledge of:

- Federal, state, and local laws regarding operation, monitoring and reporting of fuel tank activities, handling and disposal of hazardous waste, vehicle emissions certifications, clean air requirements, and all vehicle-related activities.
- Administration, operation, maintenance, and management of multiple facilities.
- Safety laws and regulations, appropriate safety precautions and procedures.
- Methods, supplies, and tools used in HVAC, electrical, plumbing, painting, carpentry, and general facility maintenance.
- Principles of management, administration, budgeting, leadership, training, public relations, and California personnel practices.
- Public Commercial Buildings, custodial services, and modern computer applications for fleet and fuel management operations.
- Principles, practices, methods, and techniques involved in fleet maintenance and repair services for a large and varied municipal vehicle program.
- Construction and maintenance contract administration.
- Principles and practices of municipal budget preparation and administration.
- Pertinent federal, state, and local laws, codes, and regulations.
- City Human Resources policies and procedures, personnel rules, and labor contract provisions.
- Operation of computer software and hardware.

Skill and Ability To:

- Planning, managing, directing, and integrating a large, varied, and complex municipal building, vehicle and equipment services program.

- Planning, organizing, and directing a fleet acquisition program including development of complex and specialized specifications.
- Analyzing difficult and complex administrative, financial, operational, and organizational objectives and issues, evaluating alternatives, and reaching sound, logical, fact-based conclusions and recommendations.
- Coordinating support services and activities with departmental managers and staff.
- Preparing clear, concise, and comprehensive correspondence, reports, and studies.
- Communicating clearly and concisely, both orally and in writing.
- Presenting conclusions and recommendations clearly, logically, and persuasively to both internal and external audiences.
- Exercising tact and diplomacy in dealing with sensitive and complex issues and situations.
- Establish and maintain effective relationships.
- Exercising sound independent judgment within areas of responsibility.
- Providing customer service.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Positions in this class are normally:

- Required to be on call and/or on standby.
- Require the mobility to stand, stoop, reach, and bend on a regular basis.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing, and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to inside and outside environmental conditions.
- May be required to use personal vehicle in the course of employment.
- May be required to wear Personal Protective Equipment in response to emergency situations.