

CITY OF ARCADIA

GENERAL SERVICES SUPERINTENDENT

DEFINITION

Under general direction, to plan, organize and supervise the City's facility and fleet maintenance services and to perform a variety of technical duties relative to assigned area of responsibility.

SUPERVISION EXERCISED

Exercises direct supervision over maintenance staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Oversee and inspect the work of staff involved in facility maintenance activities including HVAC repair, carpentry, masonry, electrical, plumbing, and painting for the maintenance, remodeling and rebuilding of existing facilities or in the construction of new facilities; oversee, schedule and supervise fleet maintenance services.

Assist in preparation and administration of the annual budget; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.

Direct and oversee the scheduling of the preventive maintenance programs including fleet, heating, ventilating and air conditioning equipment, coolers, emergency generators, lighting and electrical equipment.

Oversee and review supply and equipment orders for use by maintenance and fleet services; coordinate purchase orders for materials, supplies and equipment.

Develop bid specifications for work projects and/or facility and fleet maintenance materials and equipment.

Coordinate facility maintenance activities with other City departments, divisions, sections and with outside agencies; resolve related complaints and problems.

Develop long range and short term maintenance objectives and develop plans to meet future needs.

Prepare bid documents for informal and formal job bids for construction.

Direct and supervise the installation and maintenance of street lights, traffic signals and appurtenances.

Prepare formal bid specifications for new vehicle purchases.

Prepare estimates; inspect construction procedures; monitor construction, maintenance and operating costs.

Evaluate service and equipment needs; write and review bid specifications; monitor contractor/equipment performance.

Monitor and comply with all applicable licensing for AQMD permitting for City fuel stations, generators, and underground storage.

Monitor and document EPA, CalOSHA, and DOT procedures and compliance.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies.

Estimate time, material and costs involved to complete projects; maintain records, prepare and submit necessary reports, memos, drafts and project estimates.

Document and assess street lighting energy and maintenance costs to evaluate, monitor, and assess Edison summary billing system for City facilities and lighting systems.

Oversee monthly inspection, trouble shooting, and repairs of traffic signals and controllers.

Document and implement smog inspection requirements for all City vehicles.

Prepare sketches and/or blueprints for subordinates to follow in performing repairs and alterations.

Maintain time and payroll records.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Methods, practices and equipment used in electrical, plumbing, carpentry and HVAC maintenance and repair services and activities and general construction.

Methods, practices and materials used in fleet maintenance activities and the mechanical repair of heavy trucks and construction equipment.

Methods, practices and familiarity of equipment used in maintaining and repairing street lighting and traffic signal systems.

Principles and practices of budget preparation and administration.

Occupational hazards and Occupation Safety and Health Standards applicable to facility maintenance work.

Principles of personnel supervision, training and performance evaluation.

Theory of electricity and the function and mechanics of electric motors, circuits and controls.

Refrigeration and heating systems.

Building codes, regulations and ordinances.

Operating principles of gasoline, CNG, propane, diesel, and electric engines.

Regulatory issues regarding vehicle inspection, smog certification, and underground fuel testing.

Budgeting procedures and techniques.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Plan, organize and direct staff in the proper performance of a variety of maintenance and repair duties.

Read and interpret plans, specifications, drawings, and blueprints.

Maintain records and prepare reports.

Interpret and work from sketches, penciled layouts and blueprints.

Supervise, train and evaluate assigned staff.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience/Training:

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for successful job performance. Example combinations include:

Five years of journey level experience in construction, fleet, and/or facility maintenance and repair work including two years of supervisory responsibility and education equivalent to the completion of the twelfth grade supplemented by specialized training courses in construction, automotive mechanics, and/or facilities maintenance.

License or Certificate:

Possession of an appropriate valid California Class “C” driver's license.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date: January, 1999

Revised: April, 2017