

PROPERTY MAINTENANCE SUPERINTENDENT - 061

DEFINITION OF WORK

Under general supervision, performs complex professional and administrative work supervising the City's building maintenance and repair activities and cemetery operations; does related work as required.

EXAMPLES OF WORK

Plans, schedules, directs and inspects the work of crews engaged in the cleaning, alteration, repair and maintenance of buildings and related structures; develops specifications for purchase of materials and equipment or for contract services; makes periodic inspections of City buildings to determine need for maintenance or repair; plans, estimates and maintains cost controls of maintenance jobs; checks maintenance projects for progress and for conformance to work plans and orders; keeps time, materials and equipment records and compiles detailed reports; provides technical assistance to architects in the remodeling of City buildings; prepares a division budget and monitors expenditures; supervises all administrative and personnel related activities of the division.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree in civil engineering or related field and extensive experience in repair and maintenance work involving buildings or related structures.

Knowledge, Skills and Abilities: Comprehensive knowledge of methods, materials, tools and equipment used in the repair and maintenance of buildings and related structures; comprehensive knowledge of the various industrial cleaning materials and supplies; comprehensive knowledge of the occupational hazards and safety precautions of the work; general knowledge of modern personnel management practices; ability to establish and maintain effective working relationships with other department officials and employees; ability to plan and supervise the work of skilled, semi-skilled or unskilled workers; ability to prepare a departmental budget and to monitor accounts for expenditures.

