

**City of San Rafael**  
**Job Classification Specification**

# **Job Title: Operations and Maintenance Superintendent**

## **SUMMARY**

Under general direction, plans, organizes, directs and reviews the programs and maintenance activities of the Facilities, Streets, Parks and Vehicle Maintenance Divisions.

**CLASSIFICATION CHARACTERISTICS:** This is a single position class overseeing the operations of assigned programs through subordinate supervisors. Responsibilities include managing the budgets of the Facilities, Streets, Parks and Vehicle Maintenance divisions and the application of professional and advance technical knowledge and skills to affect the research, analysis, planning, and implementation of operations functions. This position is distinguished from the Operations and Maintenance Manager in that the manager is responsible for the overall administrative direction of the operations division. This position is distinguished from the Street Maintenance Supervisor, Facility Repair Supervisor, Parks Maintenance Supervisor, and Shop and Equipment Supervisor in that these positions provides day-today supervision of each division and participates in the work of work crews. Established policies and procedures guide this position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Provide leadership, direction, and supervision to operations and maintenance staff, including assigning tasks, monitoring performance, and providing feedback and coaching.
- Foster a positive and productive work environment that encourages teamwork, collaboration, and professional growth.
- Develop and implement operational plans, policies, and procedures to ensure the efficient delivery of services.
- Coordinate with other city departments and external agencies to prioritize and schedule operations activities, including street maintenance, park maintenance/landscaping, facility upkeep/repair, fleet maintenance/replacement, and utility services.
- Oversee the planning and execution of maintenance activities for city infrastructure assets, including streets, sidewalks, parks, buildings, vehicles, and utilities.
- Coordinate with contractors, vendors, and service providers to ensure timely and cost-effective completion of maintenance projects.
- Monitor the condition of infrastructure assets and develop strategies for preventative maintenance and repairs.
- Maintain accurate records and inventory of city-owned infrastructure assets, including condition assessments, maintenance history, and replacement schedules.
- Develop and implement asset management strategies to optimize the lifecycle of infrastructure assets and maximize return on investment.
- Prepare reports and presentations on asset performance, budget projections, and recommendations for capital improvements.
- Ensure compliance with federal, state, and local regulations, codes, and standards governing public works operations and maintenance activities.
- Coordinate safety program for department staff ensuring proper training and protocol.
- Obtain necessary permits, licenses, and approvals for maintenance projects and activities, and ensure timely renewal and compliance with regulatory requirements.
- Respond to inquiries, complaints, and requests for information from the public, elected officials, and regulatory agencies regarding operations and maintenance issues.
- Performs related duties as required.

**Knowledge of:**

- Principles and practices of supervision (including selection, employee evaluation, counseling and motivation of employees), work planning, and control, budgeting, planning, scheduling, estimating and directing work.
- Methods, materials, tools, and equipment used in the maintenance of Streets, Parks, Facilities and Vehicles.
- Techniques and City processes for planning, specifying, and requisition materials, supplies and equipment, and administering contracts.
- City personnel and administrative policies and procedures.
- Memorandum of Understanding and related documents governing working conditions.
- Safe working practices.

**Ability to:**

- Supervise several work units through supervisors.
- Plan, schedule, assign, appraise and counsel employees.
- Establish and maintain effective working relationships with employees, public, and other agencies
- Communicate tactfully and effectively with the public, before groups, elected officials, or employees of the organization.
- Identify operations problems and develop effective course of action for resolution.
- Maintain records and prepare routine reports and correspondence of division activities, hours and materials expended.
- Develop and monitor budgets, ensuring each project stays in budget.
- Use personal computer and related software.
- Read and interpret construction plans, specifications and engineering drawings and diagrams.
- Occasionally participate in work supervised.
- Work on an on-call basis during emergencies.
- Direct, perform inspections, and supervise work outdoors in inclement weather, underground, and in unpleasant or potentially hazardous conditions.
- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Work safely in potentially hazardous conditions.

**EDUCATION AND/OR EXPERIENCE:**

A typical way of gaining the knowledge, skill and ability outlined above is: Graduation from high school or equivalent, supplemented by training or education in supervisory principles; and five years of progressively responsible experience in street maintenance and repair, parks maintenance, facilities maintenance and/or vehicle maintenance, including at least two years in a supervisory capacity. Prefer training and experience in database management.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid California driver's license.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that 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 stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently works in indoor conditions and frequently works near video display. The employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.

Department:	Department of Public Works
FLSA Status:	Exempt
Prepared By:	Marissa Sanchez, HR Director
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