



CITY OF ORINDA
MAINTENANCE AND FACILITIES SUPERINTENDENT

DEFINITION

Under direction of the Director of Public Works and Engineering, plan, organize, direct, manage and coordinate activities and operations of the Public Works Maintenance Division to protect the City's investment in public facilities and meet the needs of internal and external customers for safe, functional, and presentable public facilities and other infrastructure. This position is responsible for maintenance, repair and alteration activities related to City-owned buildings and facilities, City streets, storm drain systems, parks, trees, and landscaping.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the Director of Public Works and Engineering. Exercises direct supervision over supervisory, technical, and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Develop and implement maintenance goals, objectives, policies and procedures; supervise and manage department safety trainings and work task procedures.

Develop and implement assigned Capital Improvement Program (CIP) activities and project management for long-term building and facility maintenance and repair plans. Deliver projects related to the maintenance division; develop recommendations and maintain accurate records of maintenance activities.

Oversee all maintenance activities related to City-owned buildings and facilities, City streets, storm drain systems, parks, trees, and landscaping in all related areas.

Regularly inspect completed maintenance work to ensure quality compliance, including overall performance of city-contracted services such as landscaping and park maintenance, and building janitorial services.

Direct, oversee and participate in the development of the maintenance work plans; work with supervisors to approve assigned work activities, projects and programs; oversee workflow; review and evaluate work products, methods and procedures.

Receive, evaluate, prioritize and process work requests from City departments; determine priorities and methods necessary to achieve objectives and schedules; advise management staff of work in progress, operating problems and actual or potential delays.

Prepare the maintenance division operating budget; assist in budget implementation; generate budget forecasting of additional funds needed for personnel, equipment, contract services, materials and supplies; administers assigned budget including the approval and control of expenditures.

Coordinate and ensure City preparation for and in response to storm and other emergency events.

Coordinate and administer activities related to various contracts and projects; coordinate projects with other City work units and outside contractors; assist in determining the need for contract assistance; prepare contract documents and specifications; participate in vendor/contractor selection; administer contracts; review and evaluate the work of contractors; determine contractual compliance; review and approve billings and charge services.

Exercise direct supervision over assigned supervisory, technical and administrative personnel; recommend the appointment of personnel; provide or coordinate staff training including cross training across disciplines and functional areas; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of maintenance activities.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Analyze federal, state and local regulations and assure regulatory compliance; ensure division compliance with city rules, regulations, ordinances and policies.

Oversee ADA Transition Plan for City buildings and ensure compliance with applicable accessibility regulations.

Research and prepare technical, administrative, and staff reports; maintain records; prepare written correspondence; participate in and make presentations to the City Council, Boards, Commissions, and professional groups.

Build and maintain positive working relationships with representatives of community organizations, State and local agencies, City management, City staff and the public using principles of good customer service.

Perform other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of public works and facilities maintenance related to the care of, public buildings, streets, parks, facilities, storm drains and equipment.

Principles, practices, and methods used in contract management and capital infrastructure projects.

Principles and practices of leadership, supervision, team building and conflict resolution techniques.

Pertinent local, State and Federal rules, codes, regulations, and laws, including safety regulations and procedures.

State Public Contract Code and Municipal Code procurement procedures and State DIR project registration requirements.

Equipment, tools, and materials used in a variety of public works maintenance activities.

Modern office procedures and computer equipment.

Budgeting procedures, techniques, purchasing methods, and principles.

Principles and practices of supervision, training, and personnel management.

Computerized maintenance management and asset management systems.

Skill and Ability to:

Organize and direct all Maintenance Division operations.

Prepare, administer and monitor the Maintenance Division budget.

On a continuous basis, analyze budget and technical reports; prepare and review staff reports; identify and interpret technical and numerical information.

Supervise, train and evaluate personnel.

Consistently apply various rules and procedures; explain and interpret policy.

Learn, understand, and apply laws, regulations, codes, policies, and procedures; observe and problem solve operational and technical issues.

Analyze problems, identify alternative solutions, anticipate consequences of proposed actions and implement recommendations in support of goals.

Read, interpret, and understand blueprints, drawings, diagrams, specifications, operating instructions, and manuals.

Gain cooperation of subordinates through leadership, discussion and influence.

Develop and recommend policies and procedures related to all maintenance operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

Any combination equivalent to education and experience is likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Experience

Five (5) years of increasingly responsible experience in building maintenance, facility management, construction management, public works operations or related activity including two (2) years of supervisory responsibility.

Training:

Possession of a bachelor's degree from an accredited college or university in civil engineering, construction management, architecture, public administration or a related field is desirable; alternate education including technical and other certifications and experience may substitute.

License or Certificate:

Possession of a valid California Driver's license with a demonstrated history of safe driving. Desirable licenses or certifications include:

- Professional Engineer (PE)

- Licensed Architect
- Certified Facility Manager (FM), by International Facility Management Association
- American Public Works Association (APWA) Certifications (e.g. Certified Public Works Professional-Supervision)
- Project Management Professional (PMP), by Project Management Institute (PMI)
- PMI Construction Professional (PMI-CP)
- Licensed General Contractor (Class B or A)

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office setting and use standard office equipment, including a computer, and to conduct field inspections and to travel to different sites and locations. The job involves frequent walking in operational areas to identify problems or hazards. The ability to bend, stoop, kneel, reach and climb to perform work in and inspect work sites. The incumbent must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment.

While working in the field incumbent will be exposed to loud noise levels, cold and hot temperature, inclement weather, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Incumbent may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

Employee Group:	Unrepresented
FLSA Status:	Exempt
Revised:	June 2024