

PARKS AND FACILITIES SUPERINTENDENT

DEFINITION

Under general direction, plan, organize, manage, and coordinate the services, functions, and activities of Parks and Facilities Division of the Public Works Department; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position classification for a management position which provides direction and supervision for the buildings, parks, and facilities maintenance functions of the County's Public Works Department. Responsibilities include project development, contract administration, and staff supervision, assignment, and scheduling. Administers capital improvement program and associated budgets. Oversees project review committee and capital project prioritization.

REPORTS TO

Public Works Director

CLASSIFICATIONS SUPERVISED

Parks & Facilities Maintenance Supervisor; Project Coordinator and/or Fiscal and Technical Specialist; Maintenance Worker I, II, III; Maintenance Leadworker; Maintenance Crafts worker; and Custodian I, II, & III; Custodian Leadworker.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Develops and implements short and long term division goals, objectives, policies and procedures; develops long range plans for major County parks and facilities improvement and maintenance projects; directs, oversees and coordinates the scheduling and performance of work by Division staff; prepares the various divisions budgets, identifying needs, proposed expenses, and projected funds available; manages the divisional budgets assuring that funded projects are completed and budgetary and legal constraints are followed; responds to inquiries, suggestions, and complaints from the public and County representatives; develops and implements solutions to complex and sensitive situations impacting the public and ensuring the safety and quality of work; meets with community groups and civic organizations to educate and discuss issues relating to buildings, parks, and facilities maintenance, improvement, and development; ensures that safety standards are observed; meets with fire, safety and regulatory inspectors to discuss possible hazards and corrections; develops specifications for bidding purposes; meets with contractors, architects, engineers and consultants to provide and obtain information on matters

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EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES - Continued

involving the division; provides project management for contract projects; administers the contracts for building and facilities management; supervises, trains, and evaluates assigned staff.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; ability to walk in uneven terrain and on slippery surfaces; normal manual dexterity and eye-hand coordination; ability to crawl through various areas requiring movement on hands and knees; ability to climb, stoop, crouch, and kneel; lift and move objects weighing up to 50 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and fax; operate an automobile and two-way radio.

TYPICAL WORKING CONDITIONS

Work is performed in building and outdoor environments; work is performed in varying temperatures; exposure to dust, chemicals, and gases; exposure to electrical currents; continuous contact with other staff.

DESIRABLE QUALIFICATIONS

Knowledge of:

Principles, practices and planning techniques for the construction, operation, and maintenance of parks, buildings, campgrounds, cemeteries, airports, and other public facilities.

Laws regulating Public Works construction and maintenance contracts.

Principles of personnel administration including training and supervision.

Budget principles.

Legal and safety requirements, occupational hazards and standard safety precautions.

Equipment, materials, and methods used in the construction, maintenance, repair and improvement of County parks, buildings, grounds, and facilities.

Principles and practices of contract administration.

Bachelor degree in construction management, architecture, or general contractors license.

Ability to:

Work cooperatively and effectively with County personnel and the public.

Provide positive, professional, and responsive customer service.

Identify needs and recognize problems regarding parks and building maintenance, alteration, and repair projects for all County facilities.

To establish work priorities and/or make operational changes.

Plan, organize, schedule, and direct the maintenance and repair of assigned County facilities and associated equipment.

Provide supervision, training, and performance evaluation for assigned staff.

DESIRABLE QUALIFICATIONS (continued)

Ability to: (continued)

Perform inspections and identify maintenance and repair requirements. Estimate time and materials requirements for maintenance and repair projects.

Read and interpret project plans and specifications.

Develop project scopes of work and negotiate and administer contracts.

Prepare budget recommendations and monitor expenditures within budget authorizations.

Maintain a work order system to manage requests for repairs and services

Make mathematical calculations quickly and accurately.

Communicate effectively both orally and in writing.

Prepare clear and concise reports.

Represent the County facilities functions with other County management.

Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Six years of increasing responsibility in construction and maintenance of buildings & facilities, including at least two years of supervisory experience,

OR

Two years of experience equivalent to the Mono County position of Parks & Facilities Supervisor.

Special Requirements:

Possession of, or ability to obtain, an appropriate valid California Driver's license.