

EAST BAY REGIONAL PARK DISTRICT

MAINTENANCE SUPERINTENDENT

GENERAL FUNCTION

Under general direction, exercises first level management responsibilities for the maintenance of the District's large buildings, structures and utilities infrastructure. Also oversees the District's roads and trails construction and maintenance program, sanitation and recycling program, and pavement management system. Performs representational duties internally and externally with outside agencies, organizations, contractors, and suppliers.

ESSENTIAL FUNCTIONS

Administers the District's building, structures and utilities maintenance program, performing or directing through subordinate first line supervisors, all functions related to the assessment, prioritization, scheduling, monitoring, work standards and performance of maintenance work on the District's extensive inventory of pumps, restrooms, residences, kiosks, public buildings, office spaces, and their electrical and plumbing systems. Administers and monitors the implementation of the District's ADA Transition Plan. Manages the District's water utilities maintenance program, setting up priorities and directing future upgrades to water systems. Directly inspects and manages the maintenance of the District's inventory of residences. Manages, and directs through a subordinate first line supervisor, the District's road, trails and ponds construction and maintenance programs. Provides excavating, grading, paving, erosion control and drainage construction and maintenance for the District's lands and network of culverts, parking lots, trails, roads and levees. Also manages, and directs through a subordinate first line supervisor, the District's sanitation and recycling unit which coordinates recycling and waste reduction programs throughout the District, performs required maintenance and operates sanitation tankers to collect and dispose of sewage and waste from the District's extensive and dispersed network of chemical toilets, septic systems and holding tanks. Also provides temporary sanitary facilities for numerous District special events and activities. Determines in-house capabilities and contracts for specialized and/or major work requests. Assures that all assigned functions are performed consistent with federal, state and/or local laws, regulations and codes. Also assures that senior management policy, programs, goals, objectives and guidelines are understood and met. Resolves internal operational problems and coordinates with other District staff in resolving broader problems and issues. Exercises second level supervision over a workforce of primarily skilled trades employees and directly over a moderate number of contractors, including paving and grading contractors. Manages multi-functional operations through coordinated leadership assuming overall responsibility for a moderate Operating and Capital Budget. Develops, justifies and defends proposed budget submissions.

Performs representational duties related to assigned programs with regulatory agencies, e.g., city and county building and environmental health departments. Assures that water treatment data is collected and supplied to District managers for reports to regulatory agencies. Assures that District operational and financial interests receive maximum attention and decisions are consistent with overall District goals and objectives. Serves on internal District committees, working groups and/or ad hoc task forces, providing program expertise and contributing to the attainment of successful results. Is required to respond to maintenance emergencies District-wide at all times through a combination District Dispatch and pager system. Provides annual reports to Board of Directors on unit projects; provides updates as needed to Board and senior management.

MINIMUM QUALIFICATIONS:

- Education: A Bachelor's Degree from an accredited college or university in engineering, architecture, facilities management, or a closely related field; and
- Experience: Four years of experience in trades, maintenance and construction. At least two of the four years should be at a supervisory level. Additional two years experience in the construction and maintenance of roads, trails, and asphalt pavements and sanitation systems is highly desirable.
- Substitution: A Master's degree in engineering, architecture, facilities management, or a closely related field may be accepted as an equivalent to a maximum of one and a half of the required four years of experience.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of building and structures maintenance and traditional trades methods, principles, practices and techniques. Thorough knowledge of ADA building codes. In addition, knowledge of road and trails construction, asphalt pavements, and maintenance materials, methods and techniques; and knowledge of industrial pumps and sanitary systems materials and equipment, and principles. Thorough knowledge of management and supervisory principles and practices, and sound judgment and leadership skills. Well developed verbal and written communication skills and the ability to work cooperatively with divergent groups are also required.

SPECIAL CONDITION OF EMPLOYMENT

A valid California State driver's license is a condition of initial and continued employment in this position. In addition, possession or attainment during the first year of employment of AHERA and CAL OSHA Certification in Building Inspection and Management Planning for Asbestos and Dept. of Health Services and U.S. EPA Certification in Lead Based Paint Abatement supervision and monitoring is required.

REPORTS TO: Chief, Maintenance and Skilled Trades

Employment Category: Management, Range MG04
Replaces "Equipment Superintendent"
Adoption by Board: May 21, 2002
Resolution #: 2002-5-111
Salary Revision and Title Change Approved by Board via 2004 Budget Process
Replaces "Equipment Manager"
Revision Approved by General Manager: February 26, 2004
Revision Approved by General Manager: October 23, 2008
Revision Approved by General Manager: January 21, 2011

