GREATER VALLEJO RECREATION DISTRICT

MAINTENANCE SUPERINTENDENT

Salary Pay Range: 67

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, organize, provide administrative direction and oversight for the activities and functions of the Parks and Facilities Maintenance Divisions. These Divisions maintain the District’s owned and leased facilities, such as the swimming pool, skate park, parks and open space, athletic fields, and community centers. Manage staff and resources to meet specific program objectives including the appearance and functionality of buildings, parks, turf and sport fields, plants, trees; customer satisfaction; safety; and fire hazard elimination. Ensure staff is trained in all aspects of their duties. Ensure vehicles and other work equipment receive the proper maintenance and care. With the General Manager develop the annual District strategic action plan and in turn ensure that the goals of the department are realized. Coordinate assigned activities with other divisions in the District and outside agencies such as the City of Vallejo, VCUSD, Solano County, and others. Where applicable, work with Landscape, Lighting, and Maintenance Districts to ensure adequate funding and associated maintenance conform to the agreements. Provide highly responsible and complex administrative support to the General Manager. This position is an exempt, at-will, confidential management position.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the General Manager.

Exercises direct supervision over assigned management staff and functional supervision over operational staff.

ESSENTIAL FUNCTION STATEMENTS-Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:
1. Responsible for the development, preservation, and maintenance of District owned and leased buildings, parks, open space, trails, athletic fields, playground equipment, skate/dog park, graffiti removal, visitor and custodial services and landscape maintenance districts.

2. Manage and participate in the development and implementation of the strategic action plans for the District and the Parks and Facilities Division. Develop Division goals and incorporate as part of the District’s goals and objectives; include as part of employees’ performance review; develop standards of quality for the Division.
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Work directly with the General Manager and make recommendations for the District.

3. Monitor the day to day operations to ensure goals and objectives are being met; policies and procedures are being followed; services are being provided effectively and efficiently; assess related community issues; meet with citizen groups to discuss programs, clarify procedures, and identify needs.

4. Plan, organize and provide direction to staff and contractors responsible for parks and facilities maintenance and repair. Review, measure, and evaluate the work products of direct management staff and operational staff through subordinate levels of supervision, meet with staff to identify and resolve problems.

5. Select, train, motivate and discipline subordinate staff. Ensure safe working conditions, good housekeeping practices, and the use of safe work practices by subordinates. Work with employees to correct deficiencies; identify and resolve subordinate complaints; authorize discipline as required.

6. Prepare, administer, forecast, and monitor the budget for the following programs: Facilities, Visitor Service, Landscaping and Grounds, and Landscape Maintenance Districts. Budget management includes submitting budgetary recommendations and anticipating future budgetary needs for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.

7. Conduct inspections of parks, facilities and related projects and prepare reports to determine maintenance and structural deficiencies, compliance with fire codes, building codes, safety requirements and adequacy of preventive maintenance programs; inspects inoperable equipment and determines repair requirements.

8. Coordinate Parks and Facilities Maintenance Division activities with Recreation Division; work with contractors on park and facility projects; conduct field inspections to check for work-in-progress and completed projects. Use the PEAK system for maintenance bookings when appropriate. Work with Recreation and Administrative staff to coordinate field use for District and community programs.

9. Plan and monitor a comprehensive multi-year building and park maintenance and component replacement program, including preventive maintenance scheduling. Prepare plans and specifications.
for deferred maintenance, remodeling, alteration and construction projects and coordinate bidding process. Plan and coordinate with other District staff for the projects as outlined in both the Master Plan and the District’s annual action plan.

10. Facilitate and coordinate the Park and Facilities Maintenance Division with the Recreation Division, Administration, and other outside agencies, and the general public. Negotiate and resolve sensitive and controversial issues.

11. Attend Board meetings, as directed, prepare and present verbal and written reports.

12. Contribute confidential information to the development of management positions with respect to employer-employee relations and participate as a member of the executive management team.

13. Conduct a variety of organizational studies, investigations and operational studies; and recommend and implement modifications to parks maintenance programs, policies and procedures as appropriate. Prepare and direct the preparation of a variety of written correspondence, reports, procedures, ordinances and other materials.

14. Provide professional assistance to the General Manager and when assigned, perform the duties and responsibilities of the General Manager in the absence of the General Manager.

15. Maintain a customer service philosophy; respond to questions, complaints, and emergency calls referred by subordinates from the general public and take appropriate courses of action.

16. Manage capital improvements, repairs, and construction projects. Able to work with contractors and others to see project to successful completion.

Marginal Functions
1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation.

2. Perform related duties and responsibilities as required or as may be assigned.
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QUALIFICATIONS
Knowledge of:

1. Current theories, principles and operational practices common to the field of public parks and facilities construction, maintenance and repair.
2. Current materials, methods, tools, equipment used in journey level building trades, such as carpentry, electrical, painting, plumbing and HVAC.
4. Park maintenance techniques such as turf management, irrigation systems, pest management, fertilization, playground and park inspections, tree maintenance and other related park duties.
5. Managerial theories and principles, employee motivation, team building, and project management.
6. Public sector policy development and implementation and budgeting principles and practices.
7. Technologically literate in computer applications for park and facility operations.
8. Management skills to analyze programs, policies and operational needs.
9. Techniques for effectively representing the District in contacts with customers, other agencies, and the community as a whole.
10. Federal, State and local laws, codes and regulations, including ADA and OSHA laws that are pertinent to the management and operation of parks and facilities.
11. Principles and practices applying to contract development and administration.
12. Operations of swimming pools maintenance and operation. Certified pool certificate desirable. Ensure that assigned staff to swimming pool have required pool certificate.
13. Responds to emergency alarms and emergencies during and after regular scheduled working day(s), holidays and weekends.

Ability to:

1. Oversee and direct the operations, services and activities of the Parks and Facilities Maintenance Divisions.
2. Develop and administer division goals, objectives and procedures consistent with the District’s mission and strategic plans.
3. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Also outlines short-term and long term requirements for repairs and maintenance.
4. Supervise and evaluate staff, directly and through multiple levels of supervision.
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5. Assess community needs and facilitate employee and community groups to work effectively and collaboratively.

6. Understand and apply the principles of outcome management; monitor program results and demonstrate outcomes both qualitatively and quantitatively.

7. Prepare clear, concise and informative reports, correspondence and other written materials.

8. Understand, carry out, and issue clear oral and written instruction.

9. Prepare and administer large and complex budgets.

10. Establish and maintain effective working relationships with co-workers and others from public agencies and the public.

11. Manage multiple tasks, often with competing priorities and demands, and keep track of all assignments and deadlines.


Experience and Education Guidelines
Any combination of experience and education that would likely provide the required knowledge and abilities sufficient to successfully perform the essential duties listed above. A typical way to obtain the knowledge and abilities would be:

Experience:
Five years of experience in supervising a park and/or facilities planning and maintenance/repair function including experience in program development, community liaison, and budget preparation.

Education:
Equivalent to graduation with a Bachelors degree from a four year accredited college or university with major course work in park and recreation administration and management, or public or business administration. An additional four years of directly related work experience may be substituted for the degree.

License or Certificate
Possession of a valid California driver’s license and maintenance of an acceptable driving record while employed.

C.P.R. and First Aid Certification or the ability to obtain within six (6) months of hire date.

Possession of, or ability to obtain, a Qualified Applicator’s license with related categories within six (6) months of hire date.

Possession of, or ability to obtain a certificate for playground inspections within six (6) months of hire date.
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Possession of or ability to obtain arborist certification within one (1) year of hire date.

Possession of or ability to obtain CPO Pool certification with six (6) months of hire date.

**Working Environment**
Work in an office setting and indoor/outdoor recreational facilities to provide direction and inspection activities. Typically is a normal work week, but will include some evening and weekend work.

**Physical Abilities**
Emphasis on speaking and hearing to exchange information, and vision to observe and monitor work needs, work in progress and upon completion. Must be able to drive to various sites and conduct field inspections requiring walking up and down hill on narrow pathways, stooping, climbing, reaching, and crawling.

**FLSA Status: Exempt - Executive**