



OCTOBER 2019
FLSA: EXEMPT
Bargaining Unit: MA
JCN: 6132

MAINTENANCE SUPERINTENDENT

DEFINITION

Under general direction, plans, organizes, oversees, manages, and directs the work of staff assigned to highway and bridge maintenance for an assigned area in El Dorado County; coordinates activities with other County divisions, outside agencies, and the general public; directs tree and snow removal, force accounts, and overlay programs; provides complex staff assistance to the Deputy Director of Maintenance and Operations; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy Director of Maintenance and Operations. Exercises general direction and supervision over supervisory, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating the day-to-day activities of staff engaged in a variety of public works road and bridge maintenance and related projects for an assigned area in El Dorado County. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

This class is distinguished from the Deputy Director of Maintenance & Operations in that the latter has overall responsibility for all operations and maintenance functions for the County, as well as implementing and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Assists in developing and directing the implementation of goals, objectives, policies, procedures, and work standards for the division.
- Plans, manages, and oversees the daily functions, operations, and activities of the maintenance of county roads, bridges, storm drainage systems, snow removal, and related structures; develops and administers a comprehensive preventative maintenance and repair program.
- Participates in the development and implementation of goals, objectives, policies, and priorities for maintenance; recommends within departmental policy, appropriate service and staffing levels.
- Participates in the development and administration of and oversees division budgets.
- Inspects facilities and work, both in progress and completed, for compliance with County and department policies and procedures; standards of quality and safety; and all applicable local, state, and federal laws, regulations, and guidelines.
- Plans, organizes, and directs chip seal, overlay, snow removal, ice control, tree removal, weed and erosion control, and related programs for areas in El Dorado County.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.
- Recommends and administers policies and procedures such as procedure guidelines, design standards,

- and standard plans and specifications while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.
- Conducts inspections of county roads and bridges to ensure safety and, when necessary, directs employees to respond to emergency situations including emergency snow removal, water on roadways, fallen trees, etc.; performs periodic inspections of grounds, shops, facilities, and equipment, and investigating and resolving complaints or procedural problems.
 - Prepares or reviews and maintains a wide variety of written and computerized reports and records, including personnel records, periodic progress reports, accident reports, maintenance requests, and requisitions.
 - Maintains and prepares reports related to estimates, labor, materials, and equipment requirements for projected activities.
 - Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures while ensuring that operational, financial, regulatory, and legal requirements are met; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Deputy Director of Maintenance and Operations.
 - Requisitions necessary tools, supplies, materials, and equipment, and maintains inventory and records.
 - Researches new operational methods, techniques, and equipment and recommends their application.
 - Ensures employees and outside contractors follow County requirements when performing road and bridge work.
 - Coordinates activities with other divisions, departments, outside agencies, suppliers, and contractors.
 - Reviews or prepares plans and specifications for contract work and inspects work performed to determine compliance to standards; administers contracts.
 - Develops, reviews, and updates public works programs and policies and written maintenance instructions and schedules.
 - Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
 - Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
 - Participates as a member of the Office of Emergency Services in the field and in the Emergency Operations Center.
 - Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of administration, including goal setting, policy and procedure development and implementation, evaluation, and work standards.
- Principles and practices of budget development and administration.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Theories, principles, methods, and equipment used in road maintenance snow removal and related public works projects.
- Advanced operations and maintenance of a wide variety of equipment and hand and power tools used in the work.
- Safety practices, safe work methods, and safety regulations related to the work.

- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative, management, and professional leadership for the Maintenance and Operations Divisions.
- Administer complex and technical operations, maintenance, and related programs in an independent and cooperative manner.
- Read and understand sketches, blue prints, and related road construction and maintenance plans.
- Maintain activity costs and progress records and reports.
- Analyze complex technical and administrative problems, evaluate alternatives, and recommend or adopt effective courses of action.
- Develop and implement goals, objectives, policies, procedures, work standards and internal controls.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare clear and concise records, reports, correspondence, and other written material.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Equivalent to an associate degree from an accredited college, with major coursework in public administration, business administration, construction technology, construction management, engineering, facilities maintenance, or a related field;

AND

Four (4) years of increasingly responsible experience performing road construction, repair, and maintenance,

three (3) years of which must have included supervisory experience at a level equivalent to the County's class of Maintenance Supervisor.

Licenses and Certifications:

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.
- Possession of a valid California Class "B" Driver's License is highly desirable.
- Possession of a valid herbicide applicator's certification is highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect road construction sites, including traversing uneven terrain, climbing ladders, stairs, and other access points, to operate a motor vehicle, and to visit various County construction and maintenance sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification with occasional field work which may require standing for long periods of time or extensive walking over uneven ground. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees predominately work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be available to receive frequent after hour calls 24/7/365 from the Sheriff Dispatch, County Fire, and other emergency agencies for response to roadway hazards and civil emergencies; dispatch staff to respond to emergencies, prioritize multiple after-hour calls and procure additional staff and equipment to address several requests concurrently; and respond to incidents in the field and assist emergency agencies in requests for aid involving detours, road closures, and equipment needs during critical incidents at all hours.