



# CITY OF OMAHA CLASS SPECIFICATION

## **CLASSIFICATION TITLE: CITY MAINTENANCE SUPERINTENDENT**

**BARGAINING UNIT:** [CIV MANAGEMENT](#)      **CODE NUMBER:** 2140

**PAY RANGE CODE:** [21.3 MC](#)      **REVISION DATE:** 8/27/15

### **NATURE OF WORK:**

This involves responsible, administrative, and technical supervisory duties in directing the maintenance, operation, and repair of municipal streets, sewers, parks, golf courses, or public facilities. Work involves responsibility for planning, organizing, inspecting, and reviewing the work of a large group of personnel. The employee in this class is responsible for the proper, efficient scheduling and organization of work, including technical supervision over functions performed by subordinates. Considerable initiative and independent judgment is necessary in planning, coordinating, and directing daily operations.

**ESSENTIAL FUNCTIONS:** *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Plans, organizes, schedules, inspects, and reviews the operation of the assigned division.

Inspects and submits recommendations concerning the conditions of streets, sewers, parks, golf courses, or public facilities and submits cost estimates of maintenance and repairs.

Reviews reports concerning the operations of the division such as personnel conduct, safety issues, work records, worked hours, or workmanship. Initiates investigations with public, contractors, City personnel, or other staff, and implements appropriate solutions.

Oversees and participates in the hiring, firing, disciplining, training, orienting, scheduling, and performance evaluations of division personnel.

Determines estimates of overtime, materials, and capital equipment, approves requisitions for materials and supplies, and prepares and presents the annual budget.

Initiates and participates in the preparation of bids and specifications, selection, and the negotiation for contracted services or the purchase of new equipment.

Assists in the preparation and implementation of short and long term goals and objectives.

Acts as division manager in that person's absence.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of methods, procedures, and techniques involved in the overall operation and maintenance of municipal streets, sewers, parks, golf courses, or public facilities.

Knowledge of tools, methods, and techniques commonly employed in the repair and maintenance of streets, sewers, parks, golf courses, or public facilities.

Knowledge of the hazards involved with and the proper safety precautions to be used around equipment and machinery.

Knowledge of management techniques and procedures used in working with people and overall supervision of a technically skilled work force.

Knowledge of the operational limitations of the machinery and equipment used.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to prepare and present the annual budget.

Ability to prepare and implement short and long term goals and objectives.

Ability to plan, organize, and direct extensive maintenance and repair work.

Ability to prepare cost estimates for modifications or repairs.

Ability to prepare general and complex reports.

Ability to analyze data relating to the work of the division and its crews and to make adjustments as needed.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to effectively communicate with the public, City officials, and subordinates.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to understand written or verbal communication.

Ability to stand, walk, or sit from 51 to 75% of the time, and to climb, reach, balance, bend, stoop, squat, kneel, crouch, crawl, push, pull, lift, or type from 0 to 25% of the time.

Ability to use up to twenty (20) pounds of force to move objects up to 33% of the time, to use up to ten (10) pounds of force to move objects from 34 to 66% of the time, and to use lesser amounts of force to move objects from 67 to 100% of the time.

**EDUCATION AND EXPERIENCE:** *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Eight (8) years of progressively responsible experience in the operation, maintenance, and repair of municipal streets, sewers, parks, golf courses, or public facilities; four years of which must have been in a supervisory capacity equivalent to that of the City Maintenance Foreman II or III classification

OR

An equivalent combination of experience and education.

**SPECIAL REQUIREMENTS:**

Must possess a valid class 'O' driver's license at time of application.

**WORKING CONDITIONS:** *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions)*

Work is performed in an office environment and in the field. Exposure to temperatures ranging from below 32 degrees to above 100 degrees, electrical currents, mechanical equipment, dust, fumes, and odors. Hours of work vary depending on the division and work required. The position may also require working nights, weekends, and holidays.

**EQUIPMENT OPERATION:** *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer	Calculator	Copier
Telephone	Automobile	Modem
Electronic Testing Equipment	Audio/Visual Equipment	Facsimile Machine

Previous Revision Date(s):

6/24/93

5/29/97