



JOB TITLE:	SUPERINTENDENT OF FACILITY & EQUIPMENT	DIVISION:	BRIDGE
REPORTS TO:	DEPUTY GENERAL MANAGER – BRIDGE	EEO CATEGORY:	01 - EXEC
FLSA:	EXEMPT	SAFETY-SENSITIVE:	YES (Public Safety)
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN FRANCISCO

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.

Position Summary

Under general direction from the Deputy General Manager, Bridge Division, plans, organizes and directs maintenance and construction activities performed by General Laborers, Carpenters, Cement Masons, Heavy Duty Mechanics and Body and Fender Mechanics. Prepares and/or reviews blueprints, plans, specifications and estimates for routine and non-routine maintenance and construction work. Prepares specifications and estimates for new and replacement equipment. Prepares instructions, develops and coordinates methods and procedures, sets priorities, assigns work, supervises work, inspects completed work. Responsibilities include planning and direction of department staff, contact with management, engineering and other District personnel to coordinate activities. Prepares and administers budgets, Human Resources policies and MOUs. Performs departmental administrative duties as required.

Essential Responsibilities

- Schedules, assigns and supervises, through subordinate supervisory personnel, all activities of the Bridge Machine Shop and the Streets and Grounds Department.
- Reviews maintenance or construction work requests, determines cost and staffing requirements, sets priorities and assigns work to be performed.
- Inspects work in progress to assure compliance with prescribed methods and procedures, inspects completed work to determine if standards have been met.
- Oversees work performed by janitorial and facility maintenance contractors to ensure compliance with contract requirements.
- Performs administrative duties such as keeping records of job costs and work performed, enforcement of District rules and regulations, developing and overseeing work safety rules, review and approval of employee time reports, scheduling of vacations and holidays, departmental purchasing and inventory control, preparation of budget information for submission to Division Manager, employee discipline and resolution of grievances, assistance to Division Manager in Union negotiations, interviews applicants and makes recommendations for appointments or promotions.
- Prepares annual departmental operating budget.
- Tracks expenditures and administers departmental activities to ensure that all operations of department are within budget.



- Develops capital budget recommendations for replacement of vehicles and capital equipment.
- Administers all provisions of Memorandums of Understanding (MOUs) between District and Unions within department; and the Human Resources policies and procedures in accordance with District policy and applicable MOUs.
- Administers employee discipline and conducts first step grievance hearings.
- Participates in union negotiations.
- Supervises training of department personnel.
- Collaborates with Engineering Department in the development of plans and specifications for construction and heavy maintenance work.
- Stays abreast of technologies and developments in the equipment and facilities maintenance industry. Confers with suppliers, manufacturers and industry peers to determine the most effective methods, materials and technologies for department activities.
- Knows and follows the safety and health rules and safe working practices applicable to his or her job.
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service.
- Performs additional related duties as assigned
- Regular and reliable attendance and performance is required

Required Knowledge, Skills and Abilities

Knowledge of:

- District Policies and applicable Memorandum of Understanding (MOU)
- Occupational health and safety rules and working practices applicable to this position.
- Methods, tools, equipment and procedures used in general construction and industrial facility maintenance work.
- Principles of management, personnel supervisions and general administration

Ability to:

- Read engineering drawings and specifications and prepare detailed instructions and estimates.
- Make decisions that hold up to critical scrutiny.
- Work independently with minimal supervision.
- Establish and maintain cooperative and effective working relationships with all contacted in the course of work.
- Plan, organize, schedule, direct and supervise subordinate personnel and department activities.
- Maintain appropriate quality control.
- Prepare written reports using appropriate computer technology.



Minimum Qualifications

Education and/or Experience:

- Bachelor's degree in related field or completion of a four-year apprenticeship program in related field. Additional or alternate qualifying experience may be substituted and will be evaluated on a case-by-case basis.
- Ten years' full-time position related general construction and facility maintenance experience, including at least four years of supervisory experience required. Additional or alternate position related qualifying experience may be considered and will be evaluated on a case-by-case basis.

Required Licenses:

- Must possess and maintain a current, valid California license and satisfactory driving record
- No reckless driving and DUI within the last 7 years. No more than 2 moving violations within the last 3 years. Operates District vehicles on a regular basis.

Physical Requirement:

Work is performed outside in varying weather conditions. Work may be performed under hazardous traffic conditions. May include climbing, working at elevation, and using personal protective equipment. Position includes night work. Position includes occasional call back for emergencies.

This position may have a potential for or actual exposure to lead. Pursuant to OSHA regulations, District employees are not exposed to lead at concentrations greater than 10 micrograms per cubic meter ($\mu\text{g}/\text{m}^3$) of air averaged over an 8-hour period.