

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT

CLASSIFICATION SPECIFICATION

TITLE: **GENERAL SERVICES OPERATIONS SUPERINTENDENT**

DEFINITION

Under general direction, to manage, organize, coordinate and supervise the activities and operations of the Building Services and Fleet Maintenance Divisions of the General Services Department; to coordinate activities with other divisions, departments, outside agencies and the general public; to supervise, plan, organize, and participate in the operation of the City's central printing, mailroom, and messenger services; to direct and manage real property activities; and to provide highly responsible and complex staff assistance to the General Services Director.

REPORTS TO: General Services Director

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the General Services Director. Exercises direct supervision over supervisory, technical, maintenance and clerical staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Administer the day-to-day work of the Building Services and Fleet Maintenance Divisions of the General Services Department; may supervise the Property Management and Publishing Services as required.
- Direct the organization, staffing and operational activities for equipment maintenance including the maintenance and repair of City facilities, buildings, vehicles and equipment.
- Direct through subordinate supervisors the selection, training, motivation and evaluation of personnel; provide or coordinate staff training; implement discipline and termination procedures.
- Oversee the development and review of the effectiveness of corrective maintenance and preventive maintenance schedules, servicing and repair procedures and standards.
- Implement cost controls for vehicle maintenance activities; administer the Central Garage annual budget for maintenance and automotive stores and parts.
- Direct the preparation of specifications and recommends purchases and assignments of transportation and construction equipment.
- Review and make recommendations based on reports analyzing equipment repair, purchase and usage.
- Confer with department and division heads to determine their transportation and vehicle requirements and resolve complaints and problem situations.
- Develop replacement strategies for existing equipment and plan for fleet expansions.
- Organize shop facilities to meet fluctuating and unusual demands.
- Monitor the maintenance of inventory control records for the fleet maintenance parts operation and the City fuel use system.
- Select, train, supervise and evaluate subordinates.

- Conduct periodic inspections of City buildings, facilities and related fixtures and equipment to identify maintenance needs.
- Assist in administering outside contracts for custodial, security, fire and intrusion systems and various construction projects.
- Assist in budget preparation and administration.
- Supervise, train, and evaluate subordinate employees in central printing, mailroom, and messenger services.
- Oversee the operation and maintenance of equipment used in printing, duplicating, bindery, and mailroom; participate as needed in the operation and maintenance of such equipment.
- Direct and manage Real Property activities for the City.
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and methods of vehicle and equipment maintenance and repair.
- Principles and methods of inventory control and contract administration.
- Effective supervisory, training and personnel evaluation practices
- Applicable federal, state and local laws, ordinances, and programs concerning air quality and environmental protections.
- Fleet acquisition, leasing, replacement and disposal practices.
- Fleet maintenance safety principles and practices.
- Principles and practices of budget preparation and grant administration.
- Public relations and customer service techniques.
- Negotiating and conflict resolution techniques.
- Modern office practices, procedures, and equipment, including microcomputers and applicable software applications.

Ability to:

- Direct, manage and coordinate the work of supervisory, technical and maintenance personnel.
- Manage, supervise, train and evaluate assigned staff.
- Interpret, analyze and evaluate fleet maintenance and rental policies and procedures.
- Research, analyze and evaluate new fleet maintenance program techniques, methods and procedures.
- Prepare clear and concise reports.
- Communicate clearly and concisely both orally and in writing.

- Establish and maintain effective working relationships with those contacted in the course of work, including a variety of City Officials and vendors.
- Operate personal computer and applicable software.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in business or public administration or Fleet Management. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Experience: Eight years of experience in Fleet management including at least four years as a supervisor or manager.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

CAREER ADVANCEMENT OPPORTUNITIES

FROM: General Services Operations Superintendent

TO: General Services Director