



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 576.2

Job Title: **ASSISTANT SUPERINTENDENT**

Pay Grade: 20

GENERAL SUMMARY:

Performs professional administrative functions in the supervision, coordination and evaluation of skilled and/or semi-skilled work in the maintenance and management of City buildings, facilities and/or grounds.

RESPONSIBILITIES:

- Plans, organizes, administers, monitors and reviews work quality and staff productivity. Recommends operational improvements to the supervisors and lead workers for implementation. May assign and coordinate staff work schedules.
- Oversees various administrative functions, including maintenance and review of departmental methods, procedures and services.
- Develops and recommends various administrative and human resource programs; e.g. recruitment, training and development, transfer programs, inventory procurement/distribution plans and budget estimates.
- Creates and maintains operational records of the division; compiles and prepares required reports.
- Provides guidance and policy interpretation to staff; promotes in-house training and workshops.
- Maintains cooperative relationships with other department divisions and various City departments/agencies.
- May handle special projects as requested.

SPECIFICATIONS:

KNOWLEDGE:

Requires an Associate's degree in Business Administration, Construction Management, Recreation or a closely related field.

EXPERIENCE:

Four years of progressively responsible professional and/or skilled experience closely related to the activities of the section are required, including one of the years in a supervisory experience.

Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as an Assistant Manager or the equivalent over the first-line supervisors (and non-supervisors, if applicable). This position strongly requests personnel actions, such as hiring, terminations, pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as an Assistant Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with lower-level service representative and vendors. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Assistant Superintendent
Superintendent
Senior Superintendent

Effective: October 1990

Revised: July 2002