



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 576.4

Job Title: **SENIOR SUPERINTENDENT**

Pay Grade: 27

GENERAL SUMMARY:

Manages and oversees operational and technical activities in the maintenance and management of City buildings, facilities and/or grounds. Ensures coordination and integration of departmental responsibilities to meet goals and objectives.

RESPONSIBILITIES:

- Directs and manages Superintendents and Assistant Superintendents performing building and/or field maintenance and/or management and support services.
- Establishes goals and objectives for the division.
- Manages, hires, trains and evaluates performance of personnel.
- Manages the preparation of budgets, expenditure reports and revenue projections.
- Develops and implements operating policies and procedures.
- Recommends and drafts policy changes, letters of agreement and contracts.
- Works with contractors and department managers on joint projects and conflict resolutions.
- Represents departments at meetings, external organizations and agencies.
- Investigates and resolves complaints; evaluates efficiency and productivity of operations and services; develops plans to resolve problems and manage completion of projects.

SPECIFICATIONS:

KNOWLEDGE:

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

EXPERIENCE:

Six years of progressively responsible professional and/or skilled experience closely related to the activities of the section are required.

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

COMPLEXITY:

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work could lead to significant expense and inconvenience. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation into setting work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

Indirect Supervision:

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

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors and occasionally with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

PHYSICAL EFFORT:

The position is physically comfortable, the individual has discretion about walking, standing, etc.

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 simple gross motor responses within large tolerances.

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