



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 577.3

Job Title: **FACILITY & VEHICLE MAINTENANCE SUPERINTENDENT**

Pay Grade: 24

### **GENERAL SUMMARY:**

Manages and directs personnel to provide a variety of support services in the automotive vehicle and equipment repair and maintenance functions.

### **RESPONSIBILITIES:**

- Directs, schedules and monitors personnel performance.
- Prepares reports and budgets for specific areas of responsibilities.
- Prepares and updates policies and procedures.
- Accountable for performance and improvements in specific areas of responsibility.
- Accountable for costs in assigned cost control centers.
- Oversees safety of facility and maintenance areas.
- Maintains technical knowledge as it relates to assigned duties.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline; or the basic knowledge of more than one professional discipline. Knowledge of the discipline would normally be obtained through a formal 4-year degree from a college or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed.

#### **EXPERIENCE:**

Four years of experience in the maintenance and repair of heavy trucks and related equipment are required.

#### **COMPLEXITY:**

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

#### **IMPACT OF ACTIONS:**

Errors in work cause some expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

## **SPECIFICATIONS: (continued)**

### **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 Managers and Assistant Directors. 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 representatives and vendors. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

### **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:**

Facility and Vehicle Maintenance Superintendent

*Effective: October 1990*

*Revised: May 1994*