



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 576.3

Job Title: **SUPERINTENDENT**

Pay Grade: 24

GENERAL SUMMARY:

Performs professional administrative functions in the planning, supervision, organization, administration and evaluation of operational and support services activities in the maintenance and management of City buildings, facilities and grounds.

RESPONSIBILITIES:

- Supervises employees and outside contractors in the day-to-day operational maintenance and management of City buildings, facilities, grounds, vehicles, recreational facilities, etc.
- Administers departmental policy and procedures relative to operational and personnel activities.
- Coordinates maintenance activities with outside contractors, City departments, etc.
- Reviews and recommends appropriate building/site designs, construction plans, security procedures, etc.
- Administers departmental budget, insuring compliance, and supervises the preparation of annual reports, budget estimates and operational reports.
- Coordinates community activities and represents the Department at related meetings and/or conferences.
- Coordinates community feedback and recommends appropriate solutions.
- Advises immediate management of problems and recommended solutions.
- Represents the department by giving both written and oral presentations to department heads and public.

SPECIFICATIONS:

KNOWLEDGE:

Requires an Associate'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, including three of the years in a supervisory capacity.

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

SPECIFICATIONS: (continued)

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 could lead to moderate expenses and inconveniences. 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.

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 has significant input on personnel actions, such as hiring, terminations and 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 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 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:

Assistant Superintendent
Superintendent
Senior Superintendent

Effective: October 1990

Revised: July 2002