

## **ASSISTANT PROPERTY MAINTENANCE SUPERINTENDENT - 094**

### **DEFINITION OF WORK**

Under general supervision, performs responsible professional and administrative work assisting in supervising the City buildings and cemeteries; does related work as required.

### **EXAMPLES OF WORK**

Assists in planning, scheduling, supervising and inspecting the work of crews engaged in the cleaning, alteration, repair and maintenance of buildings and related structures; assists in developing specifications for purchase of materials and equipment or for contract services; makes periodic inspections of City buildings to determine the need for maintenance or repair; assists in planning, estimating and maintaining cost controls of maintenance jobs; checks maintenance projects for progress and for conformance to work plans and orders; helps keep time, materials and equipment records and compiles detailed reports; provides technical assistance to architects in the remodeling of City buildings; assists in preparing the division budget and monitors expenditures; assists in the supervision of administrative and personnel related activities of the division.

### **EMPLOYMENT STANDARDS**

**Education and Experience:** Any combination of education and experience equivalent to a bachelor's degree in architectural or civil engineering or related field and extensive experience in repair and maintenance work involving buildings or related structures.

**Knowledge, Skills and Abilities:** Comprehensive knowledge of methods, materials, tools and equipment used in the repair and maintenance of buildings and related structures; comprehensive knowledge of the various industrial cleaning materials and supplies; comprehensive knowledge of the occupational hazards and safety precautions of the work; general knowledge of modern personnel management practices; ability to establish and maintain effective working relationships with other department officials and employees; ability to plan and supervise the work of skilled, semi-skilled or unskilled workers; ability to prepare a departmental budget and to monitor accounts for expenditures.