

CITY OF BURBANK

CONSTRUCTION SUPERINTENDENT

DEFINITION

Under general direction, to plan, organize, direct, and control the maintenance, construction, and repair of water and electric utility facilities; to coordinate the construction, repair, and renovation of facilities; and to do related work as required.

ESSENTIAL FUNCTIONS

Supervises, trains and evaluates employees; plans and coordinates construction, maintenance, and repair of City facilities; supervises the renovation and repair of buildings and structures; maintains appropriate records and prepares special reports; enforces safety standards; prepares budget submittals; formulates long-range plans for facility maintenance; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action up to and including terminations; administers contracts pertaining to facility maintenance, repair, and renovations; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the methods, materials, and equipment used in building maintenance and repair work; current safety practices.
- Ability to - coordinate, supervise, and evaluate the work of others; maintain records and prepare reports and budgets; evaluate the need for repair and to direct the making of repairs, general familiarity with building blueprints, construction practices, codes, and specifications; communicate effectively, both orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from high school or equivalent and five years of recent experience in construction or maintenance work.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Experience in a leadworker or supervisory capacity.