



City of Kansas City, Missouri Job Class Specification

Job Title:	MAINTENANCE SUPERINTENDENT	Department:	MULTI
Job Code:	5215	Status:	EXEMPT
		Grade:	EX-4

Summary

This is skilled supervisory and administrative work in the general maintenance, construction and custodial care of municipal infrastructure.

Work may involve the responsibility for planning, directing, assigning, and supervising the various technical, skilled and unskilled trades, and administrative support staff involved in a variety of operations and maintenance activities, including construction, maintenance, repair, alteration, and custodial care of municipal infrastructure or grounds subject to public improvements. Work assignments are received in the form of oral or written instructions, work orders, pencil sketches, or may arise as a result of routine and emergency inspections by administrative and/or technical superiors. Work assignments are frequently general in nature, affording opportunity for the use of considerable independent judgment in the accomplishment of work. Work is subject to periodic inspections to determine compliance with instructions and to assure that completed work conforms to maintenance needs.

Duties and Responsibilities

- Plans, assigns, supervises, and inspects custodial and general maintenance operations within municipal buildings and associated infrastructure.
- Plans, assigns, supervises, and inspects the work of several crews of technical, skilled and unskilled trades, utilities, and maintenance workers engaged in the maintenance, repair, construction, and alteration of municipal infrastructure, including buildings, mechanical and electrical systems, utilities' supply and processing facilities and grounds subject to public improvements; confers with engineering staff on technical aspects of projects and activities.
- Establishes program goals and performance objectives for assigned activities in conformance with departmental goals and mission.
- Prepares status reports of programs and special projects.
- Establishes, reviews and revises specific policies, systems and methods to efficiently accomplish goals.
- Reviews, revises and compiles budgets with assistance from assigned subordinate supervisors in field and support activities; prepares cost estimates for materials, supplies and personnel as needed for division's budget and projects.
- Inspects work of assigned crews to determine compliance with instructions, technical quality, and acceptability of work.
- Reviews, approves all financial transactions for field and support operations.
- Orders materials and equipment needed for accomplishment of duties; maintains various records and files on supplies, equipment, and personnel.
- Coordinate major construction and maintenance activities with other divisions, departments and agencies.
- Performs related duties as required.

Technical Skills

Thorough knowledge of:

The several trades and the materials and methods involved in municipal infrastructure operations and the construction, repair, alteration or maintenance of associated mechanical systems, utilities' supply and processing systems, and grounds subject to public improvements.

Occupational hazards and safety precautions applicable to maintenance and repair work.

The materials, methods, and practices used in cleaning major office buildings.

The operation, maintenance, and repair requirements of high and low pressure boilers, major air conditioning units, ventilating equipment, and related apparatus.

modern business management and public administration concepts and practices

principles and techniques applicable to effective supervision and organizational operations

All applicable laws, ordinances and administrative regulations.

Ability to:

Work from sketches, building plans and specifications, and oral and written instructions.

Plan, lay out, and supervise the work of skilled trades and utility workers and helpers in a manner conducive to full performance and high morale.

Recognize material and equipment of acceptable quality, keep pertinent records, and submit accurate reports as necessary.

Establish and maintain effective working relationships with superiors, subordinates, contractors, and others.

Education and Experience

High school graduation and six (6) years experience in maintenance and repair of buildings and/or infrastructure, including three (3) years supervisory experience.

**Certificates/
Licenses/Special
Requirements**

- Must pass a physical examination as prescribed by the City.
- Will be required to pass a preemployment drug screen.
- May be required to possess a valid State -issued driver's license in accordance with the City of KCMO policies.

**Supervisory
Responsibility**

Supervision is exercised over subordinate administrative support, supervisory, skilled and unskilled, custodial, and other personnel.

**Supervision
Received**

Work is performed under the general supervision of administrative and technical superiors.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

10/96

Revised

9/06, 1/08, 11/17, 8/2022