



## City of Kansas City, Missouri Job Class Specification

<b>Job Title:</b>	AREA SUPERINTENDENT	<b>Department:</b>	MULTI
<b>Job Code:</b>	5118	<b>Status:</b>	EXEMPT
		<b>Grade:</b>	EX-4

**Summary** This is supervisory and technical work in directing major public works maintenance programs in an assigned area or district.

Work involves responsibility for analysis of work program methods and priorities, planning and supervising work and assigning tasks to a number of crews engaged in a wide variety of limited construction, maintenance, cleaning, and repair activities. An employee of this class also instructs supervisors and labor leaders in general work methods and procedures, sets up and operates training courses where necessary and generally inspects work in process and upon completion. Work is reviewed through discussions and written reports by a technical or professional superior and the extent to which existing facilities are efficiently and adequately maintained.

### Duties and Responsibilities

- Supervises the general performance of all construction and maintenance operations in an assigned area or district; schedules areas to be worked on, type of work to be done and assigns personnel engaged in continuing and seasonal maintenance and cleaning programs.
- In accordance with assigned schedule, reviews the conditions of all facilities, drainage courses, and related appurtenances in an assigned area or district; records and accumulates specific repair, cleaning, and other projects for crew assignment in accordance with most efficient use of equipment, materials, and operating personnel.
- Makes periodic studies and reviews of crew complements related to various repair and cleaning activities; assists higher level professional superiors in the development of techniques to measure productivity of assigned work crews.
- Assigns general maintenance responsibilities or specific work projects to subordinate supervisors; confers with and advises subordinates on problems encountered in repair, maintenance, and cleaning work; reviews work for adherence to instructions and departmental and divisional policies and standards of operation.
- Reviews and approves material lists and requests for materials, supplies, and equipment; analyzes cost trends; prepares preliminary budget estimates based upon data from records, field inspections, and knowledge of requirements from past operations and projected plans and programs.
- Develops standard operating procedures for all maintenance and repair jobs; develops methods and procedures to be followed in unique or unusual maintenance and cleaning situations.

**Duties and Responsibilities**

- Responsible for ensuring setups, cleaning, and minor repairs
- Responsible for scheduling contractors and coordinating facility work.
- Responsible for overseeing and troubleshooting problems that arise during event move-in, open hour, move-out and changeovers.
- Responsible for developing specifications and purchasing equipment.
- Performs related work as required.

**Technical Skills**

Thorough knowledge of:

The practices, methods, materials, and equipment used in public works construction, repair, and cleaning activities.

The uses and operating characteristics of a variety of heavy and light equipment used in public works construction and maintenance operations.

Modern office management and administrative practices and methods.

Ability to:

Analyze, assign priorities, organize, coordinate, and supervise the activities of subordinates in a manner conducive to full performance and high morale and efficiency.

Adapt to changes in departmental priority and other changes and to adjust assigned work schedules, personnel, and equipment to meet deadlines.

Effectively present and support departmental and divisional programs, needs, and objectives as well as to participate in public relations programs.

Establish and maintain effective working relationships with employees, associates, and the public.

**Education and Experience**

High school graduation and five (5) years experience of a progressively responsible nature in the construction or maintenance of public works programs, including one (1) year at the level of General Supervisor.

OR

Accredited Associate's degree in engineering or a related field, and three (3) years engineering of public works maintenance and construction work of a progressively responsible nature, including one (1) year at the level of General Supervisor.

**Certificates/  
Licenses/Special  
Requirements**

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

**Supervisory  
Responsibility**

Supervision is exercised over a moderate number of construction and maintenance crews.

**Supervision  
Received**

Work is performed under general technical or professional supervision.

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**

6/94

**Revised**

9/06, 1/08, 3/10, 05/10, 8/2022 , 01/2024