

CITY OF SANTA ANA  
JOB DESCRIPTION

JOB TITLE

Building Maintenance Superintendent (MM)

JOB CODE

00260

DEPARTMENT

Finance & Management Services Agency

TITLE OF IMMEDIATE SUPERVISOR

Executive Director,  
Finance & Management Services

JOB SUMMARY

Under general administrative direction, plans, manages and directs the operations of the Building Maintenance Division and is responsible for the maintenance and repair of approximately 40 City facilities equivalent to 1,200,000 square feet of building space.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Plans, directs, coordinates and monitors the work of staff and outside contractors in the maintenance and repair of City facilities, machinery, equipment and systems.

Conducts research and completes engineering calculations on equipment, systems and materials to ensure purchases are cost-effective, technologically current, and compatible with existing equipment.

Advises upper management on issues related to facilities maintenance, regulations/codes and long-term capital facility planning. Advises and consults with department directors on space planning, facility improvements and operating maintenance.

Negotiates and executes agreements with consultants and contractors; analyzes contracts and recommends revisions. Serves as a liaison with outside contractors and vendors, including general contractors, equipment vendors, engineers and architects. Coordinates and monitors building remodeling and maintenance projects, including inspection of contract work and approval of payments.

Develops and maintains short and long-range preventive maintenance plans.

Creates building modification blueprints and specifications in accordance with applicable legal regulations and codes.

Analyzes energy usage in City facilities and devises and implements energy conservation measures.

Monitors air quality and environmental impacts in City facilities including the Police Department shooting range to evaluate lead levels and underground petroleum tanks to identify seepage.

Prepares, justifies and manages division's annual budget. Prepares and monitors a multi-year deferred capital expenditure program and requests appropriations as necessary.

Trains, supervises and evaluates staff. Ensures safe and legal work practices.

Monitors compliance with the Americans with Disabilities Act and makes alterations and accommodations to City facilities as appropriate.

Serves as a member of the Emergency Communication and Operation Center (EEOC) during any City-wide emergencies.

Prepares Requests for City Council Actions and other documents and reports; makes presentations as appropriate.

Establishes division goals and objectives; monitors and evaluates the performance of the division.

Performs other related duties as required.

RECOMMENDED MINIMUM QUALIFICATIONS: Five years of increasing responsible supervisory or administrative experience in large facility and/or multi facility building repair and maintenance or any equivalent combination of training and experience which provides the knowledge, skills and abilities listed below. Graduation from an accredited college or university with a Bachelor's degree or industrial education program certificate in management or electrical, mechanical or construction engineering may be used in combination with experience to meet the minimum qualifications.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: modern and effective preventive maintenance programs, building systems, construction and building materials, construction and project management;

electrical and lighting systems theory of circuits (short circuits, load flow, over-current protection, grounding systems, electrical circuit and feeder conductor sizing), life safety systems (generators, batteries, exit lighting, fire alarms) and National Electrical Code;

mechanical systems theory (fan laws, pump laws, psychrometrics, static pressure, velocity pressure, humidity, latent loads), pumping systems, fire protection systems, National Fire Prevention Association standards, pipe expansion, duct materials, insulation, valves and fittings, outside air quantities, ventilation, American Society of Refrigerating and Air Conditioning Engineers standards, chillers, boilers, sanitary and domestic waste, roof drainage, plumbing systems, heating and air conditioning systems.

Working knowledge of: California Building, Electric, Mechanical, Plumbing and Energy Conservation Codes; database applications used in preventive maintenance programs.

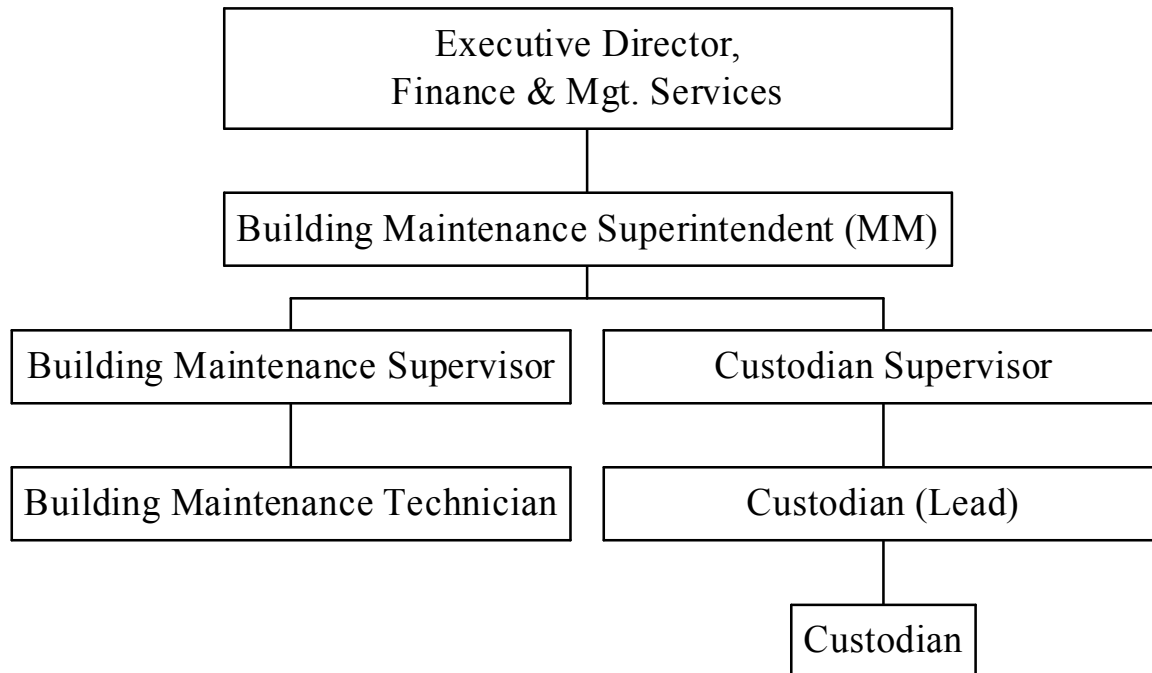
Ability to: calculate cost estimates for building modifications, design system improvements and

modifications; read engineering specifications and drawings, develop and monitor budgets, administer contracts, select and supervise contractors, recognize maintenance needs and evaluate work products and methods, analyze data and make sound recommendations, select, train and evaluate staff, prepare reports and other written materials, make presentations, and establish and maintain effective working relationships with City staff, contractors and the public.

SPECIAL REQUIREMENT

Possession and retention of a valid California Class C driver's license is a condition of employment.

ORGANIZATIONAL RELATIONSHIPS:



Class title established per Council Resolution No. 86-93,  
effective 10-1-86

Class Specification revised and approved: 5/95, 04/08  
ADA approved: 04/08