



EMPLOYMENT OPPORTUNITY

Equal Opportunity Employer

GENERAL SERVICES SUPERINTENDENT

FINAL FILING DATE: FRIDAY, JUNE 2, 2017

THE POSITION

The City of Arcadia is offering a rewarding and exciting career opportunity to an experienced and professional General Services Superintendent to oversee the facility maintenance and fleet services of the Public Works Services Department. The ideal candidate will have extensive hands-on experience and proven success in the management of projects from inception to completion.

Responsibilities of this Position:

- Lead and oversee the staff involved in facility maintenance activities and fleet maintenance services.
- Develop long range and short term maintenance objectives and develop plans to meet future needs.
- Assist in the preparation and administration of the annual budget; prepare cost estimates for recommendations, monitor and control expenses.
- Prepare bid specifications for work projects and facility materials and equipment; prepare bid documents for informal and formal job bids for construction.
- Coordinate facility maintenance activities with other City departments, divisions, and outside agencies; resolve related complaints and problems.
- Direct and supervise the installation and maintenance of street lights, traffic signals and appurtenances; oversee monthly inspection, trouble shooting, and repairs.
- Monitor and comply with all applicable licensing for AQMD permitting for City fuel stations, generators, and underground storage tanks.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies and perform other related duties and responsibilities as assigned.

The Ideal Candidate Will:

- Display leadership characteristic necessary to develop a high-performing team.
- Demonstrate an enthusiastic passion for customer service and a strong commitment to serving the community.
- Have knowledge of pertinent Federal, State, and local legislative processes.
- Exercise good judgment and problem solving skills, with a strong work ethic.
- Possess a management philosophy that is innovative, solutions-oriented, flexible, and efficient.

For a complete description of this job classification, please visit the City's website at www.ArcadiaCA.gov/jobdescription.

QUALIFICATIONS/REQUIREMENTS

Experience/Education: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for successful job performance. Example combinations include: Five (5) years of journal level experience in construction, fleet, and/or facility maintenance and repair work including two (2) years of supervisory responsibility and education equivalent to the completion of the twelfth grade supplemented by specialized training courses in construction, automotive mechanics, and/or facilities maintenance.

License/Certificate: Possession of an appropriate valid California class "C" driver's license.

Special Requirements: Ability to work in a standard office environment, ability to travel to different sites and locations.

THE SELECTION PROCESS: Applications will be reviewed and those candidates whose applications indicate they have met minimum qualifications will be further considered to participate in the recruitment process. The selection process may consist of: **Application Evaluation** (Qualifying); and **Oral Interview** (100%). The City reserves the right to limit the number of interviews conducted. The interview score determines the ranking on the eligibility list and will remain in effect for one year. A pre-employment background and medical examination are additional requirements for hire. Failure on any part of the selection process will result in removal from the recruitment process. **Please Note:** If you have a disability that may require an accommodation in the selection process, please notify Human Resources in writing when you submit your application.

Monthly Salary Range

\$7,612 - \$9,507

COLA Effective 7/1/17:
\$7,802 - \$9,745

Eligible for 5% increase
at 6 months from date of
hire.

Monthly Benefit Allowance of \$1,302