

MAINTENANCE SUPERINTENDENT

The Maintenance Superintendent is a non-executive position that reports directly to the Director of Public Works and is part of the Director's leadership team. The incumbent is responsible for performing a variety of work tasks in professional facilities and construction maintenance management. This includes oversight of the administration and supervision of contracts for public improvement projects such as streets, storm drains, traffic signals, street lights, parks and public buildings. The incumbent directly supervises maintenance contractors, departmental support staff, and maintenance staff in completing such projects. Currently, staff managed includes: one Lead Worker and two Maintenance Workers.

The position works closely with the Recreation & Parks Department for park maintenance and capital improvement projects. Two significant annual events for which the Maintenance Superintendent manages Public Works personnel include: the Whale of a Day celebration in March and the City's Fourth of July celebration.

A capacity for extensive report writing and administrative supervisory functions is critical for the successful candidate. There is a high volume of detailed reports on engineering-related subjects and research. The incumbent will act on behalf of the City in meeting with and resolving engineering problems with project contractors, private engineers, property owners, the public, and developers.

Incumbent is responsible for preparing and presenting reports, making field visits to verify conditions, conferring with other City officials, and developing recommendations. Attendance at City meetings and participation in City studies with other City departments and outside agencies is required. Incumbent will provide technical assistance as directed and participate actively in emergency preparedness, response, and recovery activities.

Personal Characteristics

The selected candidate must have outstanding leadership, administrative and supervisory skills, and the ability to maintain positive, productive relationships with city personnel and city-related agencies. S/He must demonstrate the ability to maintain a high level of accountability and to coordinate between employees, contractors, vendors, residents, and members of the public.

Other required personal characteristics include:

- Outstanding communication and interpersonal skills.
- The ability to select, lead and motivate employees and contractors to their fullest potential.
- Initiative, resourcefulness, creativity and problem-solving ability.
- The ability to make sound and responsive decisions.
- The vision to identify and champion necessary change.
- The highest degree of personal integrity.

Qualifications

To qualify, an applicant must possess a Bachelor's Degree from an accredited college or university in construction management, civil engineering, or a closely related field. Relevant experience may be substituted for the required education on a year-for-year basis. To compete, an applicant must demonstrate knowledge and skills to:

- Understand the related maintenance principles and techniques, including materials, equipment and supplies used in the construction and maintenance of streets, traffic control devices, parks, landscaped areas, buildings and other municipal facilities and infrastructure.
- Plan, organize, schedule, assign, and direct work.
- Manage safety principles and utilize the proper, effective and safe use of maintenance tools.
- Coordinate contracts administration, project management, construction management and methods of supervision.
- Communicate effectively.

Filing Deadline and Filing Procedure

Applicant must submit a City Application Form, Resume, a completed Supplemental Application Form with corresponding completed answers, and the names and telephone numbers of at least three work-related references. Resumes should include information about the Public Works programs managed and number of staff managed. Applications will be accepted until **October 15, 2014**. Applications are available on the City's website: www.palosverdes.com/rpv or may be requested by calling (310) 544-5331.

Interested candidates should send completed materials to:

City of Rancho Palos Verdes
Attention: Sean M. Robinson
Human Resources Department
30940 Hawthorne Blvd
Rancho Palos Verdes, CA 90275--5391

E-mail: srobinson@rpv.com

The tentative schedule is to conduct initial interviews in mid to late October with a proposed start date in mid-November 2014.

Final candidates will be subject to a thorough interview and background investigation process, to include fingerprinting and verification of all credentials and experience.



The hiring salary is expected to be within the range of \$80,225 - \$104,187 depending upon qualifications.

The Employee Benefit Package includes:

- Ten (10) days per year, increasing to 12 days beginning the 3rd year and 15 days beginning the 6th year of service. Beginning with the 16th year of service, one (1) additional day is granted per year (up to five additional vacation days) for a maximum of twenty (20) days per year. Up to twelve (12) days of paid sick leave per year, and up to twelve paid holidays, including closure during Christmas / New Year's break.
- Employee benefits are administered by the City and pays the full cost of the employee's health, dental, and vision coverage and 50% of dependent coverage.
- Life, Long-Term Disability and Accidental Death & Dismemberment Insurance paid by the City. Short Term Disability is through the State Short Term Disability Insurance program, paid by the employee.
- Post Retired Health Care Savings Account that includes both City and employee contributions.
- Flexible reimbursement plans for health care and dependent care. Deferred Compensation Program with no city contribution
- 2% at age 60 retirement program for current PERS employees and 2% at 62 for new employees. Both plans have the 3 year average option.
- The Employee contributes the full employee contribution to the Public Employees Retirement system on a pre-tax basis.
- City employees do not participate in Social Security.

The provisions of this announcement do not constitute an implied or expressed contract, and any provisions contained in this announcement may be modified or revoked at any time.

About The City

The City of Rancho Palos Verdes is a scenic, upscale, coastal community located on the Palos Verdes Peninsula of southwestern Los Angeles County.

The City has operated under the council-manager form of government since incorporation in 1973. Policy-making and legislative authority are vested in the governing council, which consists of five council members, including the mayor and mayor pro-tem. The council is elected on a non-partisan, at-large basis. Council members are elected to four-year staggered terms with two or three council members elected every two years. The council designates the mayor and mayor pro-tem for a one-year term. The city manager is responsible for carrying out the policies and ordinances of the governing council, for overseeing the day-to-day operations of the government, and for appointing the heads of the government's departments. The City has 58 full time employees, plus many part time recreation employees. The city is fiscally sound and functions on an annual budget cycle.

The City provides a broad range of services, including police protection, solid waste collection, construction and maintenance of streets and other infrastructure, planning and zoning activities, recreational activities, cultural events and general administrative services. The City of Rancho Palos Verdes is a contract city, meaning that some of these services are provided by contract with agencies (both public and private) and some services are delivered by the City's own employees. Special districts of the County of Los Angeles provide library services, fire protection services and sewer services.

The City is home to Marymount College and the ocean front Trump National Golf Course and the Terranea Resort.

The Palos Verdes Peninsula Land Conservancy manages the City's nature preserve of over 1,400 acres (about 17% of the city) which includes many miles of trails and nature areas.

For more information visit the City's website at :
www.palosverdes.com/rpv



Invites Applications for:

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An Equal Opportunity Employer