

**CLASS SPECIFICATION FOR**  
**Maintenance Superintendent**

---

**GENERAL STATEMENT OF DUTIES:** Performs supervisory duties and assists the Parks Services Manager in coordinating all trades and other work done by crews under the direct supervision of district foremen performing regular and emergency buildings and grounds maintenance for County facilities; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** The employee in this class supervises construction and maintenance work performed in the County's parks and recreational sites and facilities. The incumbent assists the Parks Services Manager in planning, coordinating and monitoring the construction, maintenance, renovation, remodeling, and repair of recreational and park facilities and supervises labor and trades supervisors in completing section goals and assignments. Work is performed under the general supervision of the Parks Services Manager.

**EXAMPLES OF WORK** (illustrative only):

- Analyzes work orders and assigns them to Recreation District Foremen and trades workers;
- Inspects work in progress and upon completion;
- Resolves problems encountered on the job and determines work methods to be followed;
- May assist in formulating training programs to ensure an effective safety program;
- Arranges for delivery of equipment, materials and supplies, paying attention to conditions/ problems experienced on the job;
- Reports daily to the Parks Services Manager regarding progress on various jobs;
- May assist in coordinating maintenance operations with other County agencies and schools;
- Assigns crews to cover emergency situations;
- May supervise a warehouse and/or yard in which maintenance equipment and supplies are stored;
- Keeps and checks time and material cost records;
- Recommends improvements in work methods for greater efficiency;
- May meet with contractors and draw up specifications for special contractual work;
- Researches available materials and equipment and attendant costs;
- Recommends replacement of equipment, researching and reporting specifications for new equipment;
- May maintain master lock system;
- Coordinates contractors in repairs and construction;
- Interviews and trains personnel for trades and field crews;
- Keeps records and prepares reports and compiles monthly status reports;
- Handles citizen complaints regarding park maintenance;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of the methods, practices, tools and materials of the major building and allied crafts trades as related to buildings and grounds maintenance work; considerable knowledge of the requirements of physical plants and equipment as they affect the facility or program; ability to coordinate the work of alterations, modification, maintenance and repair with the operation of the facility; ability to assign, lay out and supervise the work of skilled and semi-skilled maintenance workers; ability to read and work from plans and specifications; ability to make accurate labor and material cost estimates for buildings and grounds maintenance work; ability to effectively communicate both orally and in writing; ability to prepare reports; physical condition that will permit activities including, but not limited to, heavy lifting, driving and working under adverse temperatures and/or weather conditions.

**MINIMUM EDUCATION AND EXPERIENCE:** Graduation from high school and five (5) years of work experience in buildings and grounds maintenance and/or construction work, including three (3) years in a supervisory capacity; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENTS:** May require possession of a valid Virginia Commercial driver's license, with endorsements and without restrictions. May require a pre-employment physical examination and/or medical tests administered by the Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory demands and/or physical hazards of the position.

CJ09  
Revised 03/22/01  
G

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.