

Airports Maintenance Superintendent (3331)

TASK LIST - 2024

1. Evaluates the work of subordinate employees in the administration of various maintenance, operation, and repair and alteration tasks such as painting, carpentry, asphalt and concrete paving and sealing, custodial operations, electrical servicing, heating ventilating and air conditioning, building instrumentation, fleet maintenance, landscaping, fencing, and servicing escalators and elevators on airports facilities, airfields, parking lots, and roadways, in order to ensure accurate completion of tasks.
2. Coordinates tasks and projects with various contractors, tenants, and other City departments and sections, in order to ensure maintenance, custodial operations, building repairs and construction, schedule alteration, and personnel allocation are ready to fulfill task and project needs.
3. Collaborates with other agencies on training development in order to ensure training materials cover all necessary information.
4. Trains employees on safety standards and programs, such as California Division of Occupational Safety and Health (CalOSHA), in order to ensure a safe working environment.
5. Inspects equipment and facilities, such as construction sites, equipment, runways and taxiways, in order to determine the state of potential damages, develop, schedule, and prioritize required work, prepare work orders, sketches, specifications for contracts, budget, and necessary personnel.
6. Reviews and approves: requests for material and equipment from City personnel and outside contractors, work in progress, and regulatory compliance with safety codes such as building, fire, health and safety, and Federal Aviation Administration (FAA) regulations, in order to ensure employee and public safety.
7. Provides employees with support by aiding in their development and readiness for promotion; discussing training opportunities and areas of improvement; listening to employee grievances and handling disputes fairly and objectively; counseling and disciplining as necessary; and by evaluating performance fairly and accurately, in order to apply Equal Employment Opportunity (EEO) principles.
8. Makes unit budget recommendations for material, equipment, personnel, and contract services needs, in order to ensure proper utilization of material, equipment, and personnel.
9. Reviews alteration and improvement plans and schematics for proposed projects, in order to determine feasibility, maintainability, and make appropriate recommendations.
10. Conducts and participates in safety meetings with crews in order to review and update safety practices and procedures.
11. Supervises and evaluates employee performance by reviewing work and project progress; and prepares completion reports in order to ensure timely completion of work consistent with departmental standards.