

**TITLE:** SUPERINTENDENT OF FACILITIES, CONSTRUCTION  
& MAINTENANCE  
**LEVEL:** M-11 \$60,588 - \$73,903  
**DEPARTMENT:** FACILITIES & FLEET MANAGEMENT

**FUNCTION:** To assist the Director in the daily operation and oversight of the department and to assist with the development of the City's Capital Needs Assessment, develop, implement and manage projects outlined in the City's Capital Improvement Program, Critical Needs Bond and Energy Management Contract. The Superintendent will represent the Director of Facilities and Fleet Management but will have no authority to issue changes to any contracts or orders to contractors without the consent of the Director.

**SUPERVISION RECEIVED:** Reports to the Director of Facilities and Fleet Management.

**SUPERVISION EXERCISED:** May supervise a workforce of Unit C employees, skilled and unskilled laborers as directed by the Director of Facilities and Fleet Management.

**RESPONSIBILITIES:** Ensures that a consistently high standard of quality control and supervision is maintained for each contract via daily site visits, and assessing contract implementation with due regard to building, and health and safety of stakeholders and the public.

Monitors the performance of contractors and consultants on site, and ensures that engineering installations are constructed in accordance with drawing and specifications; provides feedback on the performance of contractors and consultants to the Director.

Attends design team meetings with external consulting design staff; attends and reports to pre-contract and site meetings; identifies technical problems on site; recommends corrective action and issues directions as authorized by the Director; prepares schedule; maintains liaisons with the DFFM staff; develops a thorough familiarity with the purpose of the facilities to be constructed, such as roofing, masonry, window placement, etc.

Maintains records of construction sites; includes copies of all correspondence concerning projects, contract documents, construction schedules, change orders, permits, inspection reports, drawings, invoices and any other applicable documentation; maintains a log of all daily activities including daily progress, inspectors, sub-contractors on site, etc.

Meets with and accompanies any inspectors from local, State and/or Federal agencies having jurisdiction over projects. Immediately reports the results of such inspections to the Director.

Evaluates, logs and makes recommendations on requests for change orders; maintains separate files for approved and disapproved change orders; attends meetings as requested by the Director; coordinates scheduling and observes tests as required by contract documents; cooperates with and assists City officials such as the fire chief, building officials, etc. as directed by the Director.

Ensures that all city buildings are maintained to the highest level of quality as allowed through the operating budget.

**QUALIFICATIONS:** An Associate's Degree or Bachelor's Degree in Engineering, Drafting, Architecture or a related field is desired, however, knowledge and experience equivalent to five years' work on similar projects involving facility construction and/or renovations, with at least five (5) years in a full time paid position with broad management responsibilities such as project manager or similar titles will be considered.

Ability to read and understand construction drawings, specifications and contracts; ability to understand the results of material testing and sampling; advanced writing and computer skills; broad general understanding of current construction practices, methods and materials; broad knowledge of building codes; excellent interpersonal communications skills; familiarity with environmental laws and concerns; familiarity with proper procedures for handling and storing hazardous materials; general knowledge of major building systems and how they work; knowledge of construction site administration; knowledge of construction financing and accounting.

**SPECIAL REQUIREMENTS:** Possession of a valid Massachusetts driver's license. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013. Must possess a Massachusetts Builders License, unrestricted.

**TOOLS AND EQUIPMENT USED:** Portable radio; phone; ladder and/or scaffolding; tape measure, measuring wheel; motor vehicle.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly in the field although some office work is required. Hand-eye coordination is necessary to operate various pieces of equipment.

While performing the duties of this job, Superintendent is occasionally required to stand and walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or risk of

electrical shock. The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

**SELECTION GUIDELINES:** Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.