

**GENERAL SERVICES SUPERINTENDENT****SUMMARY:**

Under general direction of the General Services Manager, oversees and directs supervision of the daily activities related to the operational readiness, repair, maintenance, and replacement of City vehicles, equipment and infrastructure; and performs related duties as assigned.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

**DUTIES AND, RESPONSIBILITIES:** (Which are **not** in any hierarchical order)

1. Monitors and directs daily activities of Fleet Management, Fuel Operations, Downtown Maintenance, Print Shop, and Facility Maintenance, City Hall Operations, and air conditioning.
2. Assumes full supervisory responsibility for assigned divisions' personnel.
3. Assists with the planning and development of annual budget for assigned divisions and General Services, monitors/controls expenditures.
4. Monitors the operational status and inventory levels of the Fleets Parts room and supervision for the purchasing, dispensing and billing of Fuel Operations.
5. Analyzes and researches proposed equipment replacement, prepares specifications and requisitions for equipment replacement.
6. Ensures the safe, efficient operation of assigned divisions.
7. Develops analytical reports related to equipment replacement, downtime, employee productivity, inventory procedures, and equipment utilization.
8. Prepares and submits various administrative forms.

**KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

- Knowledge of City, federal and state laws, statutes, rules, regulations, and ordinances related to assigned divisions.
- Knowledge of management and administration methods, practices and procedures.
- Knowledge of budget planning, development and planning.
- Knowledge of procurement methods, practices and procedures.
- Knowledge of general office machines, computer hardware, software and peripherals.
- Skill in assigning, reviewing, evaluating and delegating work.
- Skill in monitoring and administering division budgets.
- Skill in researching, analyzing, and developing written and oral reports for upper management.
- Skill in utilizing public relations and customer service techniques in responding to inquiries and complaints.
- Skill in prioritizing and handling multiple projects simultaneously.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves sedentary to light work in an office setting. There is frequent need to stand, stoop, walk, sit, lift light objects (up to 10 pounds) and perform similar other actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

**MINIMUM QUALIFICATIONS:** Associate degree or equivalent technical training with seven (7) years experience, including three (3) years of supervisory experience, or any equivalent combination of training and experience. A valid Florida driver's license is required.