

**CITY OF CONCORD  
CLASS SPECIFICATION**

**CLASS TITLE: PUBLIC PROPERTIES SUPERINTENDENT**  
**DEPARTMENT: GENERAL SERVICES**  
**REPORTS TO: GENERAL SERVICES DIRECTOR**

**JOB CODE: 2601**  
**DATE: 2/08**

**JOB SUMMARY:**

Supervises and administers the operations, maintenance, repair, cleaning, and capital projects of assigned city facilities.

**ESSENTIAL JOB FUNCTIONS:**

Develops, recommends, and administers operating and maintenance budgets for airport, recreation facilities, libraries, downtown squares, the Municipal Complex, the Human Services Building, and other assigned sites; assists in the development of parking facilities and arena budgets.

Carries out supervisory responsibilities in accordance with city policies, procedures, and applicable laws, including interviewing, hiring, training, appraising performance, rewarding and disciplining employees, addressing complaints, resolving problems, and planning, assigning, and directing work.

Manages outside vendors that supply needed resources to assist in the maintenance, inspection, and services to facilities such as elevators, fire alarm and sprinkler systems, Energy Management systems, fire extinguishers, major electrical repairs and modifications, HVAC systems, boilers, steam systems, snow removal, etc.

Prepares bid specifications and documents for the complete spectrum of facility work and the associated equipment; reviews bids and evaluates proposals; provides justification of bid awards.

Works with Friends of the Audi as the city's assigned representative.

Interacts with elected and appointed officials, city management, representatives of other departments, and the general public to ensure the continued improvement of city infrastructure.

Attends various advisory committee meetings as assigned.

Works with outside vendors on energy conservation projects.

Assesses requests from facility users.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Hand and Power Tools  
Calculator

Computer  
Motor Vehicle

Test Equipment Telephone

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from a four-year college or university in Business Management, Public Administration, Mechanical or Building Trades, or Engineering; and,

Four to six years of progressively responsible experience in a related field; and,

Two to four years of experience in a supervisory capacity; or,

Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

**Licenses and Certifications:**

Valid New Hampshire Driver's License.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Modern purchasing methods and procedures, and of the laws, rules, regulations, codes, and statutes governing the purchase of materials, supplies, equipment, and services.

Principles and techniques as applied to the operation, construction, maintenance, and repair of buildings and other facilities.

Principles and practices of budgeting, accounting, and/or personnel management, including supervision, training, and performance evaluation.

City, state, and federal laws applicable to building, plumbing, electrical, and mechanical codes such as OSHA, ADA, Life Safety and BOCA.

**Skill in:**

Typing and operation of computer keyboard in order to enter and retrieve data.

Written and oral communication.

Dealing with crisis situations and making decisions under pressure in the city's best interest.

**Mental and Physical Abilities to:**

Establish and maintain effective working relationships with other city officials, employees, contractors, consultants, facility users, and the general public.

Communicate effectively, both orally and in writing.

Give instructions and obtain compliance from subordinates.

Establish and implement rules, regulations, policies, and procedures.

Read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.

Compute ratios and percentages, and interpret bar graphs.

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Perform duties while intermittently sitting, standing, or stooping.

Occasionally lift light objects.

**Working Conditions:**

Work is performed in an office, stockroom, warehouse, and outdoors.

The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, and occasional cold or inclement weather.

Work requires the use of protective devices such as masks, goggles, or gloves.