

**PUBLIC WORKS OPERATIONS & MAINTENANCE SUPERINTENDENT  
(MANAGER)**

**PURPOSE**

To plan, organize, implement, and supervise activities and programs of Public Works Operations, including maintenance and operations of parks, landscaped areas, recreation facilities, streetscapes, streets, municipal buildings and facilities, and fleet.

**WORKING CONDITIONS**

Work is performed both in office and field settings. Field activities include exposure to extremes in weather conditions, hazardous materials, airborne particles, noise, and traffic hazards. The position may be required to work occasional weekends, evenings, holidays, and irregular hours.

**PHYSICAL DEMANDS**

The work emphasizes heavy lifting (up to 50 pounds); standing, reaching, bending, squatting, climbing, kneeling and twisting. The work also emphasizes speech, hearing and vision.

**DISTINGUISHING CHARACTERISTICS**

This is a mid-management classification that has responsibility for Public Works Operations and is assigned a variety of broad, complex and sensitive managerial and supervisory activities. The incumbent manages complex and varied activities involving parks and landscape maintenance, recreation and city facilities maintenance, equipment operations, street and streetlight/traffic signal maintenance and related public works infrastructure. Receives administrative direction from the Public Works Director. Exercises direct and indirect supervision over Public Works Operations personnel.

**ESSENTIAL JOB FUNCTIONS** - Duties may include, but are not limited to, the following:

**Management, Planning & Administration**

Develop and implement division goals and objectives, establish performance standards and methods, and develop and implement policies and procedures related to the operation of the City's Public Works Operations.

Ensure compliance with applicable local, state, and federal statutes and regulations.

**ESSENTIAL JOB FUNCTIONS** – Continued

Evaluate operations and activities of Public Works Operations ,including the City’s parks and buildings, streets, streetscapes and fleet; implement improvements and modifications; prepare various reports on operations, activities, and programs.

Prepare, recommend, and administer the Public Works Operations budget; prepare cost estimates and justifications for budget recommendations; control and administer the approved budget.

**Supervision & Staff Development**

Recommend appointment of staff; coordinate and/or conduct staff training; prepare performance evaluations; recommend discipline and implement discipline as directed; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Provide leadership, coaching, team-building, and conflict resolution techniques to maintain an effective and cohesive workforce.

**Operations Oversight**

Oversee parks and landscape maintenance, including turf care, irrigation systems, playgrounds, recreation facilities and athletic fields.

Coordinate maintenance and repair of City buildings, facilities, and critical infrastructure, including mechanical, electrical, structural, and HVAC systems.

Oversee fleet and equipment maintenance, repair, lifecycle replacement, and preventive maintenance programs for City vehicles and heavy equipment.

Direct maintenance of public streets, pavement, signage, streetlights, streetscapes, and related infrastructure.

Ensure proper use, storage, and application of pesticides and chemicals; maintain required permits and compliance documentation.

**Project Management**

Interface with and oversee work of consultants, contractors and sub-contractors on capital improvement projects and related activities.

Prepare and administer service contracts and maintenance agreements.

Act as project manager on assigned maintenance, repair, or improvement projects.

**ESSENTIAL JOB FUNCTIONS** – Continued

**Customer Service & Public Interaction**

Answer questions and provide information to the public, investigate complaints, and recommend and implement corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Represent the division to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

**Reporting & Administrative Duties**

Research, prepare, and present technical and administrative reports.

Prepare written correspondence, maintenance records, asset tracking logs, and regulatory documentation.

Maintain work order systems, inventory control, and preventive maintenance schedules.

Perform related duties as assigned.

**DESIRABLE QUALIFICATIONS**

**Knowledge and Abilities:**

Knowledge of the principles and practices of the operation and maintenance of public facilities including parks and buildings, streets, streetscapes, and fleet; of the principles and practices of leadership, motivation, team building and conflict resolution; of pertinent local, State and Federal rules, regulations and laws including Cal OSHA; of the principles and practices of supervision, training, and personnel management; of the principles and practices of budget preparation and administration; of modern office procedures, methods, and computer equipment and uses; and of the principles and practices of work safety relevant to occupational hazards; maintenance techniques, traffic control and construction methods.

Ability to organize and direct operations of the City's Public Works Operations; to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations to support goals; to gain cooperation through discussion and persuasion; to interpret and apply City and Public Works Operations

policies, procedures, rules and regulations; to prepare and administer budgets; to supervise, train, and evaluate assigned staff; to establish and maintain effective working relationships with those contacted in the course of work; to communicate clearly and concisely, both orally and in writing.

**Education and Experience:**

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in engineering, business or public administration, or related field.

Possession of an Associate's Degree or higher in supervision, and management, construction management, or a related field is desired.

**Experience:**

Five (5) years of increasingly responsible experience in the construction, maintenance, and repair of public works facilities (e.g., parks, streets, buildings, fleet, recreation facilities), including at least five (5) years of supervisory experience.

**Other Requirements**

Possession of a valid Class C California Driver's License and a satisfactory driving record are conditions of initial and continued employment.

May require the ability to obtain a Class B or A Driver's License, as designated by management.

Requires possession of a valid California Pesticide Applicator's Certificate.