

PUBLIC WORKS SUPERINTENDENT

PURPOSE

To plan, organize, implement, and supervise activities and programs of Public Works Operations including the operation and maintenance of parks, buildings, streets, streetscapes, storm drains, and municipal garage facilities.

WORKING CONDITIONS

Work is conducted both in the field and in an office setting. Field activities include exposure to extremes in weather conditions, hazardous materials, airborne particles, noise, and traffic hazards. May be required to occasionally work on weekends and/or 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. 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:

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.

Evaluate operations and activities of Public Works Operations ,including the City's parks and buildings, streets,streetscapes and municipal garage facilities; 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.

ESSENTIAL JOB FUNCTIONS - Continued

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.

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

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.

Research and prepare technical and administrative reports; prepare written correspondence.

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, storm drains, and municipal garage; of the principles and practices of leadership, motivation, team building and conflict resolution; of pertinent local, State and Federal rules, regulations and laws; 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 in supervision, and management, construction management, or a related field is desired.

Experience:

Five years of increasingly responsible experience in the construction, maintenance and repair of Public Works facilities including at least two 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.

May require possession of a valid California Pesticide Applicator's Certificate.