

## **PUBLIC WORKS SUPERINTENDENT**

### **DEFINITION**

Under general direction, plans, organizes, oversees, coordinates and reviews a comprehensive program of public works construction, maintenance and repair of City infrastructure, which includes streets, sweeping, traffic signing, spraying weeds, curbs, gutters and sidewalks; provides administrative support to the Public Works Director in areas of capital improvements, budget and a preventive maintenance program; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

General direction is given by the Public Works Director. Provides general and direct supervision to Public Works Maintenance staff.

### **CLASS CHARACTERISTICS**

This is a single-position, mid-management classification in the City's Public Works Department. The incumbent organizes and oversees all public works maintenance activities and is responsible for providing non-engineering support to the Director in a variety of areas. The incumbent is expected to maintain a continuing awareness of conditions and maintenance needs within the City and is responsible for coordinating staff work schedules, maintaining a maintenance records management system and coordinating maintenance activities with the needs of personnel in other City departments and agencies. This class is distinguished from Public Works Director in that the latter has department-level management responsibility for all engineering and City infrastructure construction, operations, maintenance and repair activities.

### **EXAMPLES OF DUTIES** (Illustrative Only)

- Assists in the development and implementation of goals, objectives, policies, procedures and work standards for the division.
- Develops and standardizes maintenance and operating procedures and methods to improve the efficiency and effectiveness of maintenance operations.
- Provides for the selection of staff, trains staff in work procedures; authorizes discipline as required; provides policy guidance and interpretation to staff.
- Coordinates activities of staff and the division with those of other City departments, schools and outside agencies.
- Provides input into and assists in administering the division's budget; assists in the preparation of the City's Capital Improvement Program.
- Inspects City facilities, landscaping and infrastructure on a regular basis and makes recommendations for improvements and repair of streets, curbs, gutters sidewalks and traffic signing and striping.

- Prepares specifications, estimates and bids for machinery, tools, equipment and contract services; administers specified contracts, inspects work in progress and authorizes payment for work performed.
- Prepares formal work schedule for maintenance employees and dispatches crews on daily maintenance activities and in response to requests by other departments.
- Prepares records related to work performed and materials and supplies used; researches special projects, evaluates alternatives, prepares reports and recommendations; writes correspondence, and responds to public inquiries and provides pertinent information.
- Prepares a variety of agenda reports under the direction of the Public Works Director.
- Monitors technological and regulatory changes that affect City maintenance activities; recommends changes to procedures and implements such changes after approval.
- Maintains accurate records and files.
- Responds to emergencies as required; coordinates activities with other responders to provide effective response; directs the work of staff and utilization of resources to affect repair and ensure the safety of the community.
- Provides for safety training of staff; directs a work safety training program and conducts safety meetings.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Policies, procedures, equipment, materials and supplies related to the construction, operation, maintenance and repair operation of public works infrastructure and facilities found in a municipal setting, including streets, sidewalks, traffic signage, buildings, gutters and storm drainage.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Basic principles and practices of budget and Capital Improvement Program development, administration and accountability.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Standard office practices and procedures, including the operation of standard office equipment.
- The operation and maintenance of a variety of hand and power tools, vehicles and power equipment.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.

### **Skill in:**

- Assisting in developing and implementing goals, objectives, policies, procedures, work standards for the public works maintenance program.
- Planning, organizing, scheduling, assigning, reviewing and evaluating the work of staff.
- Training staff in work procedures.
- Reading and interpreting plans, specifications and diagrams used in the design and construction of streets, storm drains, traffic signage, storm drainage, gutters and curbs.

- Analyzing, interpreting, applying and enforcing regulations and policies.
- Preparing clear and concise reports, correspondence, procedures and other written materials.
- Maintaining accurate records and files of work performed.
- Organizing work, setting priorities and meeting multiple deadlines.
- Making sound, independent decisions within established policy and procedural guidelines.
- Using English effectively to communicate in person, over the telephone and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Providing exceptional customer service to coworkers, internal customers and the public.

**Education and Experience:**

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of two years of college or possession of an Associate of Arts degree with major coursework in business or public administration, construction technology, engineering or a field related to the work and three years of supervisory or administrative experience in public works operations or maintenance. Additional experience as outlined above may be substituted for the education on a year-for-year basis.

**Licenses and Certifications:**

Must possess and maintain a valid California class C driver's license and have a satisfactory driving record.

**Physical Demands:**

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to walk, climb, stoop and work in cramped conditions in order to perform or inspect work on facilities or equipment; strength to lift and carry materials and equipment weighing up to 100 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone and/or radio.

**Working Conditions:**

Must be willing to work extended hours or respond to off-hours emergency situations. Must be willing and able to work outside in all weather conditions and with exposure to potentially hazardous conditions.