

PUBLIC WORKS SUPERINTENDENT

Definition

Under direction of the Public Works Director/City Engineer, plans, organizes and provides direction and oversight for all public works maintenance functions and activities, which include streets and traffic control, underground lines, and facility, parks and infrastructure maintenance; provides administrative support to the Director in areas of capital improvements, budget and a preventive maintenance program; and performs related work as required.

Class Characteristics

The Public Works Superintendent organizes and oversees all public works maintenance activities, with the exception of the aquatic facility and designated recreation areas. This single-position class is at a management level and is responsible for providing non-engineering support to the Director in a variety of areas. While the incumbent may be requested to respond to emergencies or large-scale projects, the primary responsibilities are managerial, including coordination of the Public Works services activities with those of other City departments. This class is distinguished from Director of Public Works/City Engineer in that the latter has overall management responsibility for the Public Works Department.

Examples of Duties (Illustrative Only)

- Develops and standardizes maintenance and operating procedures and methods to improve the efficiency and effectiveness of maintenance operations.
- Assists in the development and implementation of goals, objectives, policies, procedures and work standards for the department.
- Plans, organizes, schedules, assigns, reviews and evaluates the work of maintenance staff; provides for the training of staff in work procedures.
- Provides input into and assists in administering the department's budget; assists in the preparation of the City's Capital Improvement Program.
- Provides for the selection of staff, authorizes discipline as required; provides policy guidance and interpretation to staff.
- Assists in preparing specifications, estimates and bids for machinery, equipment and contract services; administers specified contracts, inspects work in progress and authorizes payment for work performed.
- 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/City Engineer.
- Assists in the NPDES and STOPPP operational and financial program development and monitoring.

- 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.

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, buildings, and underground water distribution, wastewater collection and storm sewer lines.
- Policies, procedures, equipment, materials and supplies related to the development of parks, landscaped areas, street trees and a public marina.
- Safety practices and procedures related to the work.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Basic principles of developing and administering a maintenance budget and a Capital Improvement Program.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and the public.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Skill in:

- Planning, organizing, scheduling, assigning, reviewing and evaluating the work of staff.
- Training staff in work procedures.
- Overseeing and evaluating programs and projects.
- Assisting in developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department.
- Interpreting, applying and explaining complex codes, regulations and procedures.
- Effectively representing the department and the City in meetings with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Preparing clear and concise reports, correspondence, procedures and other written materials.
- Maintaining accurate records and files.
- Using tact, initiative and sound independent judgment within general policy and procedural guidelines.

- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to completion of two years of college or possession of an Associate of Arts degree with major course work in a field related to the work and three years of supervisory or administrative experience in a public works operations and/or maintenance setting. Possession of a Bachelor's Degree in business or public administration, construction technology, engineering or a related field is desirable.

License:

Must possess a valid California class C driver's license and have a satisfactory driving record. Must possess a Water Distribution Operator II level certification as issued by the State of California or obtain such certification in a time period designated by the City. Such certification must be maintained during employment.

Working Conditions:

Must be willing to work overtime or respond off-hours to various emergency situations.

Physical Demands:

Must possess mobility to work in a standard office setting, to inspect various City infrastructure sites, including climbing ladders and stairs, attend meetings and to operate a motor vehicle; strength to perform some physical work in emergency situations; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.