

PUBLIC WORKS SUPERINTENDENT

DEFINITION

Under general direction, to plan, organize, manage, direct, and supervise the street maintenance, parks and landscape maintenance, storm drain maintenance, swimming pool maintenance and garbage service functions of the Public Works Department; to plan, organize, and schedule job staffing and project completion, and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single-position supervisory and management class. The position has responsibility for the direction, supervision, and management of the Public Works Department's street maintenance, parks and landscape maintenance, storm drain maintenance, swimming pool maintenance and garbage service functions.

REPORTS TO

Public Works Administrator

CLASSIFICATIONS SUPERVISED

Maintenance Worker, Senior Maintenance Worker, Equipment Mechanic/Operator, Transport Driver, Sanitation Driver, Senior Sanitation Driver.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Manages and oversees the streets, parks and landscape maintenance, storm drain maintenance, swimming pool maintenance and garbage service functions of the Public Works Department; plans, directs, supervises, assigns and inspects the work of staff engaged in the maintenance, repair, and construction work; manages and oversees outside contracts for services; plans and ensures proper completion of Capital Projects; determines work priorities and estimates project costs; provides training and development for assigned staff; develops recommendations regarding streets, parks, and landscaped area, storm drain, and garbage service development and needs; purchases equipment, materials, and supplies; directs the development and maintenance of required records and reports; inspects field work for compliance with quality and quantity standards; implements work safety requirements and conducts safety training; establishes preventive maintenance programs; responds to questions and provides information regarding assigned areas of responsibility; investigates complaints and recommends corrective action; develops budgets and controls expenditures.

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TYPICAL PHYSICAL REQUIREMENTS

Occasionally sits; frequently stand, walk, stoop, kneel, and crouch; normal manual dexterity and eye-hand coordination; ability to lift and move objects weighing up to 50 lbs.; corrected hearing and vision to normal range; verbal communication; use a variety of hand and power equipment, and testing equipment used in the utility system maintenance, construction, and operations; use a computer and telephone.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; sometimes works outdoors in varying temperatures; exposure to hazardous materials, smoke, gasses, and fumes; exposure to hazards such as moving machine parts and electrical current; continuous contact with other staff.

DESIRABLE QUALIFICATIONS

Knowledge of

- ❖ Principles, methods, and practices pertaining to the operation and maintenance of streets, parks and landscaped areas, and storm drains.
- ❖ Principle, methods, and practices used in the development and delivery of garbage services.
- ❖ Public works facility maintenance and repair.
- ❖ Principles of budget development and monitoring.
- ❖ Principles and techniques of supervision and training.
- ❖ Record keeping and reporting procedures.
- ❖ Practices, tools, equipment, and materials used in streets, parks and landscaped area, and storm drain maintenance and repair work and the providing of garbage services.
- ❖ Laws, rules, regulations, and environmental requirements applicable to maintenance and repair of streets, parks and landscaped areas, and storm drains and the provision of garbage services.
- ❖ Principles and methods of preventive maintenance programs.
- ❖ Safe work practices and procedures.

Ability to:

- ❖ Plan, organize, and direct the maintenance, repair, and replacement of City streets, parks and landscaped areas, and storm drains, and the provision of garbage services.
- ❖ Supervise, train, and evaluate the work of assigned staff.
- ❖ Inspect streets, parks, and landscaped areas for needed maintenance and repairs and proper completion of maintenance and repair projects.
- ❖ Skillfully use a variety of hand and power tools.
- ❖ Apply technical knowledge of mechanical and electrical trades work.
- ❖ Estimate labor and material costs and requirements for major maintenance and repair projects.
- ❖ Develop budgets and control expenditures.
- ❖ Maintain accurate records and reports.

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DESIRABLE QUALIFICATIONS (continued)

Ability to: (continued):

- ❖ Deal tactfully and courteously with the public.
- ❖ Establish and maintain cooperative working relationships.

Training and Experience:

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

Four years of experience in operation, maintenance, repair, and construction of streets, public works facilities, parks, and landscaped areas, preferably including at least one year in a lead or supervisory position.

Education:

High school diploma

Equivalent to an Associates Degree with college level course work in engineering or Related field would be desirable.

Special Requirements:

Possession of a Class B California Driver's License, as determined by the equipment operation needs and service requirements of the City.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. Terms and conditions of employment are determined through a meet and confer process and are subject to the Memorandum of Understanding currently in effect.