

## PUBLIC WORKS SUPERINTENDENT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under administrative direction, plans, manages, oversees and directs the operations, and services of staff engaged in the maintenance, repair, construction, and operation of a number of services, including streets, water, wastewater, parks, facilities, and equipment maintenance in the Public Works Department; performs inspections of ongoing public works projects to ensure compliance with standards; ensures safe work practices, coordinates activities with other City officials, departments, outside agencies, contractors, organizations, and the public; establishes department goals, objectives, policies, and procedures; provides highly complex staff assistance to the City Manager and the City Council; serves as a technical resource for assigned staff; performs other related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

The **Public Works Superintendent** is the administrative management level class responsible for assigning and supervising the work of crews engaged in the maintenance, repair, construction and operation public services, including streets, water, wastewater, parks, facilities, and equipment maintenance. This classification is distinguished from the next higher class of City Manager in that the latter has overall responsibility for administering the City's operations.

### **SUPERVISION RECEIVED/EXERCISED:**

Receives administrative direction from the City Manager. Exercises direct and indirect supervision over assigned staff.

### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Accepts full responsibility for assigned activities, including planning, assigning, supervising, and monitoring the work of crews and contractors responsible for building and equipment maintenance, and the construction, repair, maintenance and operation of City streets, water, wastewater, parks, fleet, and traffic control functions.
- Develops, implements, and maintains departmental goals, objectives, policies, and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services, and meeting goals; ensures that goals are achieved.
- Develops and administers the Department's budgets; oversees and completes the preparation, submission, and implementation of all budgets for building and equipment maintenance, and the water, wastewater, parks, and streets operations; prepares and/or reviews contracts, agreements, resolutions, ordinances, and bid documents for the various functions; monitors the approved department budget; coordinates with outside vendors for various supplies and services; requisitions

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- and orders needed materials, parts, and equipment.
- Directs and monitors contract services for park and landscape assessment districts' maintenance.
- Prepares budget and scheduling estimates for Capital Improvement Projects working in conjunction with the City Engineer; obtains a thorough knowledge and understanding of applicable construction plans, contracts, and documents; establishes budget goals for applicable maintenance projects as required; prepares preliminary plans for future expansion of the water and wastewater system as it relates to treatment, storage, source and supply, pumping, and well equipment.
- Oversees the selection, training, motivation and evaluation of personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates disciplinary procedures as is appropriate.
- Maintains complete records of the water system and wastewater collection infrastructure; provides coordination of water and wastewater utility programs and projects.
- Conducts inspections of improvement projects of infrastructure and capital projects.
- Works with the City's contract Traffic Engineer to resolve issues relating to traffic congestion and public safety.
- Responds to difficult questions and concerns from the general public, contractors, vendors, and outside agencies; provides information as is appropriate and resolves public service or operational complaints; establishes and maintains a customer service orientation within assigned department.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:** Practices, techniques and materials used in building and equipment maintenance, and construction, repair, maintenance, and operation of water and wastewater facilities, parks, and streets activities; contract negotiation and administration; principles and practices of program and budget development, administration, and evaluation; methods and techniques of supervision, training, and motivation; basic principles of mathematics; applicable federal, state and local laws, codes, and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

**Ability to:** Plan, direct, manage, and coordinate the work of the Public Works Department; develop and administer sound departmental goals, objectives, policies, and methods for evaluating achievement and performance levels; provide professional and technical advise regarding program activities to the City Manager and the City Council; attend evening meetings as required; negotiate and oversee consultant contracts; estimate time, materials, and equipment needed to complete projects; read and understand plans and specifications; assist in the develop and administration of a budget; supervise and participate in the establishment of division and/or department goals, objectives, and methods for evaluating achievement and performance levels;

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negotiate and oversee contracts; coordinate and conduct training programs for staff; respond to issues and concerns from the community; perform mathematical calculations quickly, and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:** Operate an office computer and a variety of word processing and software applications.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:** Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Public Works Superintendent**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible experience in public works, including two years as a supervisor or lead worker, and a high school diploma or equivalent. A bachelor's degree in public administration, civil engineering or a related field is desirable.

**License/Certificate:** Possession of, or ability to obtain, a valid Class C California driver's license.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, need to lift, drag, and push files, paper, and documents weighing in excess of 25 pounds is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

FLSA: EXEMPT