

PUBLIC WORKS SUPERINTENDENT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed in a job.

DEFINITION

Under general supervision, direct, manage, supervise, and coordinate Public Works field operations and maintenance activities in various assigned areas such as water distribution, wastewater collection, parks and streetscape maintenance, streets and storm drain maintenance, storm water pollution prevention, water conservation, and solid waste reduction; provide highly responsible and complex support to upper management.

DISTINGUISHING CHARACTERISTICS

This classification provides managerial support and staff supervision. The Public Works Superintendent is a management/supervisory class that works with significant independent authority to perform work that is difficult and complex. Incumbents are responsible for assisting with the development, recommendation, and implementation of section goals, objectives, policies, and procedures, and works extensively with Public Works staff, other City employees, various public/private organizations, and the general public. This classification is distinguished from the next lower supervisory level classifications in that the latter has overall management responsibility within the assignment.

EXAMPLE OF DUTIES

Duties may include, but are not limited to, the following:

- Manage assigned services and activities related to water distribution, wastewater collection, parks and streetscape maintenance, streets and storm drain maintenance, storm water pollution prevention, water conservation, solid waste reduction, and other assigned public works functional areas.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned areas.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
- Plan, direct, coordinate, and review the work plan for assigned areas; assign work activities and projects; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
- Select, train, and evaluate assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; investigate problems and recommend and implement discipline.
- Participate in the development and administration of the annual budget; forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; make adjustments.

- Serve as liaison for the operations and maintenance function and staff with other City departments and outside agencies; negotiate and resolve sensitive and controversial issues.
- Serve on a variety of committees, teams, boards, and other formal bodies.
- Prepare and present staff reports and other related correspondence.
- Provide responsible staff assistance to the department head.
- Establish, ensure compliance, and enforce safety requirements; coordinate and participate in safety training for staff.
- Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to assigned areas, policies, and procedures.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the public works field.
- Respond to and resolve difficult and sensitive inquiries and complaints.
- Serve in various emergency response roles as required.
- Oversee various outside contracts for quality work and adherence to contract terms and conditions.
- Review plans and specifications for various projects.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Operational and maintenance services and activities in the assigned areas.
- Principles and practices of public works administration.
- Public works operational methods, materials, and engineering specifications.
- Principles and practices of public agency administration and management.
- Principles and practices of municipal budget preparation, monitoring, and administration.
- Principles of supervision, training, and performance management.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Manage, direct, and coordinate the work of assigned staff.
- Hire, discipline, train, evaluate, and supervise staff.
- Oversee and direct the operations, services, and activities of assigned public works functional areas.
- Develop and administer department goals, objectives, policies, and procedures.
- Administer and oversee a variety of construction projects.
- Read and interpret plans, drawings, and specifications.
- Prepare and administer large and complex budgets.
- Prepare clear, concise, and effective administrative and financial reports.
- Analyze problems, identify alternative solutions, anticipate consequences of proposed actions, and implement recommendations.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships and with the public.

Minimum Qualifications

Experience: Five years of progressively responsible supervisory or management experience in the maintenance and operation of a variety of public works facilities and projects.

Education: A bachelor’s degree from an accredited college or university with major in engineering, geology, construction management, business administration, or public administration.

Note: Additional qualifying experience may substitute for the education on a year-for-year basis.

Certificate:
A Water Distribution D-3 certificate is desirable.

License Requirement:
Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.

Physical Requirements

Work is performed in a typical outdoor environment on a year-round basis. (1) Mobility: frequent performance of heavy manual labor; frequent standing for long periods of time; frequent bending and squatting. (2) Lifting: frequent lifting up to 50 pounds; occasional lifting up to 75 pounds. (3) Vision: constant use of overall vision. (4) Dexterity: frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking in person. (6) Emotional/Psychological: frequent coworker contact; occasional working alone. (7) Environmental: frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

Other Requirements

Evening, weekend, and holiday work may be required.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Public Works Superintendent	01/1992	12/2004		2204	Exempt	02

APPROVED: _____
Human Resources Director

Date: _____