



Assistant Public Works Superintendent

Purpose of the role:

Under general direction, assists the Public Works Superintendent in planning, organizing, and managing the activities and operations of the Public Works Municipal Service Center, including streets, landscape, water, wastewater, storm drains, graffiti, fleet services, purchasing, meter reading, customer service and office clerical support; assists with coordinating divisional activities with other divisions, departments and outside agencies; implements division goals, objectives, policies and procedures in accordance with the department and City mission statement and goals; provides complex professional, administrative and technical support to the Public Works Superintendent, and performs related duties as assigned.

Distinguishing Characteristics:

The Assistant Public Works Superintendent is responsible for assisting in the planning, organizing, and implementation of major programs, services, and operations related to the assigned area. Incumbents in this class are responsible for assisting in developing and implementing the Division's goals and objectives and for assisting in planning, organizing, and directing the work of subordinate staff. Assignments are broad in scope and are carried out with a significant degree of latitude and independence. This position serves as acting Public Works Superintendent in the Superintendent's absence.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Assists in planning, organizing, controlling, integrating and evaluating the work of the Public Works Capital Improvement Projects; develops, implements, and monitors long-term plans, goals and objectives focused on achieving the department's mission and priorities; assists with the management and direction of the development, implementation, and evaluation of plans, policies, systems, and procedures to achieve annual goals and work standards.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize

performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's Personnel Rules and Regulations.

- Assists in monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate services and staffing levels.
- Provides leadership and works with staff to develop and retain highly competent, customer service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's mission and values.
- Participates in the development of the Department's annual budget; forecasts funds needed for the Division's staffing, equipment, materials, and supplies; approves Division expenditures and implements budgetary adjustments as appropriate and necessary.
- Assists in overseeing division training and safety program; insures compliance with City safety policy and CAL-OSHA requirements.
- Ensures compliance of division activities to pertinent Federal, state and local codes, regulations and guidelines.
- Coordinates the work of the division with other City divisions or departments, outside agencies or concerned citizen's groups; works closely with public and private groups and individuals to explain or coordinate proposed programs.
- Prepares or reviews reports for City management, boards, commissions and other organizations.
- Reviews and approves purchases for all sections within the Municipal Service Center Division; researches and analyzes information from a variety of sources on the use or purchase of new materials and equipment; reviews and approves all purchasing invoices.
- Monitors developments related to various maintenance and operations programs, evaluates the impact and assists with the implementation of policy and procedure improvements; integrates new program activities into maintenance and operations schedules.
- May oversee overall operation of telemetry tracking system.
- Evaluates new developments in equipment technology; oversees integration, implementation and training for new equipment; reviews performance data; evaluates and resolves potential and reported problems.
- Provides staff assistance to the Public Works Superintendent; completes special projects and studies as assigned; serves on various committees; prepares and maintains a variety of written records and correspondence.
- Maintains current knowledge of new trends and innovations in the field of public works; attends and participates in professional group

meetings; participates in professional development activities; reads publications relevant to area of assignment.

- Explains, justifies, and defends assigned programs, policies, and activities; negotiates and resolves sensitive and controversial issues; responds to and resolves difficult and sensitive citizen inquiries and complaints.
- As assigned, serves as acting Public Works Superintendent in the absence of the Public Works Superintendent.
- Performs related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services, and activities of a public works operation and maintenance program.
- Principles and practices of public works construction, operation and maintenance of facilities and equipment for streets, landscaping, water, wastewater, storm drains and graffiti.
- Principles and practices of program development and administration.
- Principles and practices of administration, including goal setting, policy and procedure development and implementation, evaluation and work standards.
- Types and level of maintenance and repair activities generally performed in a public works maintenance program.
- Theories, principles, techniques and equipment used in streets, landscaping, water, wastewater, storm drains, graffiti removal, and fleet maintenance.
- City functions and associated internal support service requirements and issues.
- Investigation, design and construction of Public Works projects.
- Public purchasing, inventory and warehousing methods and practices including competitive bidding procedures and inventory control procedures.
- Applicable Federal, state and local codes, laws and regulations regarding governmental purchasing activities.
- Occupational safety hazards and safe work practices.
- Codes, ordinances and guidelines pertaining to the work.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of management, supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.

***Desired
Minimum
Qualifications:***

Ability to:

- Assist with the planning, assigning, directing, and coordination of a variety of functional specialties with overlapping work areas.
- Assist with the management and direction of public works maintenance and operations programs.

- Manage and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of division goals, objectives, and procedures.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Exercise independent judgment and initiative within established guidelines.
- Establish and maintain an effective public relations program related to the division's activities.
- Ensure adherence to established safety rules, regulations and guidelines.
- Perform complex analysis and research, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Prepare and administer large and complex budgets.
- Prepare clear, concise, and comprehensive administrative and technical reports.
- Read and interpret complex data, information, and documents.
- Work on multiple, concurrent projects with strict deadlines and with frequent interruptions.
- Utilize standard office equipment including computers and related software applications.
- Understand, interpret, explain and apply applicable federal, state and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Effective Communicator
- Strategic Thinker
- Results Oriented
- Problem Solver and Decision Maker
- Planner and Organizer
- Skill and Career Development Coach
- Technically Knowledgeable

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

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in business administration, public administration or a related field.

**Education and
Experience
Guidelines:**

Experience:

Seven years of increasingly responsible experience in the area of public works operations and/or construction and maintenance including two years of administrative and supervisory responsibility.

Licenses; Certificates; Special Requirements:

A valid class C California driver's license.

Must reside within thirty minutes of the Municipal Service Center for emergency purposes.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

***Physical and
Environmental
Conditions:***

Physical: Sufficient physical ability to work in an office setting and operate office equipment; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and stoop; grasp, repetitive hand movement, and fine coordination in preparing reports using a computer key board. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting; occasionally works in outside weather conditions and is exposed to wet and/or humid conditions.

*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 final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03

Date Revised: