

Public Works Superintendent

Purpose of the role:

Plans, organizes, and manages the activities and operations of the Public Works Operations and Maintenance Division within the Public Works Department, including streets, landscape, storm drains, graffiti abatement, fleet services, purchasing, and customer service; coordinates assigned activities with other divisions, departments, and outside agencies; establishes division goals, objectives, policies and procedures in accordance with the department and City mission statement and goals; provides highly responsible and complex administrative support; and performs related duties as assigned.

Distinguishing Characteristics:

The Public Works Superintendent has responsibility for planning, organizing, and implementing major programs, services, and operations related to the assigned area. Incumbents in this class are responsible for developing and implementing the Division's goals and objectives and for 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.

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:

- Plans, organizes, controls, integrates, and evaluates the work of the Public Works Operation and Maintenance Division; develops, implements, and monitors long-term plans, goals and objectives focused on achieving the department's mission and priorities; manages and directs 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.
- Monitors and evaluates 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.
- Oversees division training and safety program; insures compliance with City safety policy and CAL-OSHA requirements.
- Ensures compliance of division activities with 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.
- Monitors developments related to street, landscape and equipment maintenance, evaluates their impact and implements policy and procedure improvements; integrates new program activities into maintenance schedules.
- Evaluates operational issues to determine whether efficient and current with the latest developments in the public works discipline.
- Provides staff assistance to the Public Works Director; completes special projects and studies as assigned; represents the City at various meetings and events; prepares and presents staff reports and other necessary correspondence.
- Maintains current knowledge of developments and technological innovations related to area of assignment; 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.
- 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 abatement.

**Desired
Minimum
Qualifications:**

- 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 and graffiti abatement.
- 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.

Ability to:

- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Provide recommendations to the resolution of problems related to accounting and payroll processing.
- Make calculations and tabulations and review fiscal and related reports accurately and rapidly.
- Perform complicated mathematical calculations and analyses.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Prepare clear, concise and comprehensive financial statements, reports and written materials.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- 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 and Experience Guidelines:

Education:

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

Experience:

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

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license is required.

The following license and certifications are desirable but not required:

- Arborist certification from the International Society of Arboriculture (ISA)
- Automotive Service Excellence (ASE) certification.
- Pesticide Applicators Professional Association (PAPA) license



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.

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