



Department:	Public Works
Bargaining Unit:	Mid-Management
Salary Range:	M55
Last Revision:	March 1996

PUBLIC WORKS SUPERINTENDENT

DEFINITION

Under the direction of the Public Works Director/City Engineer the Public Works Superintendent manages, directs and coordinates the operation and maintenance activities of the Public Works Department which includes water, sewer, streets, storm drains, vehicle/equipment, City buildings, catch basins, traffic control devices and City corporation yard activities. This position provides supervision over Public Works Maintenance and Operation staff, and performs other duties as necessary.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

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

Plan, organize and direct the operations and activities of the Public Works maintenance and operation effort.

Provide operational supervision of wastewater treatment plant, including on-going liaison with the California Water Quality Control Board.

Assist in the development of goals and implement activities to attain goals, objectives, and administer City policies.

Assume responsibility for a variety of personnel actions including performance evaluations, and training. Recommend the selection, promotion and discipline of department employees.

Handle and resolve complaints from the public concerning departmental activities.

Prepare billings and estimates for repair and construction work performed by City forces.

Order supplies and services from suppliers.

Insure availability of back-up personnel for the maintenance of the City water delivery system.

Prepare preliminary budget for both operational and capital expenditures for the Public Works Department.

Make recommendations for improvement and repair of streets, storm drains, sanitary sewers, water conveyance system and waste-water plant operations.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Periodically inspect public works-related structures for deficiencies, and recommend corrective action and priorities of work.

Direct the maintenance and repair of building, equipment and vehicles, including the development of preventative maintenance schedules.

Direct the installation and maintenance of work safety measures.

Direct and oversee the operations and housekeeping of the storage yard facilities.

Oversee the department's training and safety programs.

Oversee the preparation of payroll reports and establishes work shifts to assure proper seven day per week operation.

Prepare formal work schedule for Public Works Department employees. Prioritize the work schedule and assign personnel as necessary.

Prepare plans, diagrams, and specifications for maintenance projects.

Insure that an adequate inventory of materials, supplies, parts and equipment for the Department work program is available at all times.

Interpret technical reports.

Promote and maintain safety in the work place.

Review, inspect, and monitor compliance with the City Code relating to Public Works operational activities.

Prioritize the functions of the City corporation yard activities, makes appropriate recommendations in the operation of the facility, and implements necessary rules and procedures.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Materials, methods, tools and equipment used in construction, operation and maintenance of street systems, storm drains, traffic control, water system repair and operation, sanitary sewer collection system, and the typical operations in maintaining and operating various pump stations and associated equipment.

Knowledge of:

Principles of management and supervision.

Safety principles and the ability to establish and implement safety programs in accordance with established or mandated procedures.

Basic engineering principles related to public works maintenance, construction and operation functions.

Ability to:

Plan, organize, prioritize, assign and supervise the work of construction and maintenance crews.

Work as team member with other operating divisions of the Public Works Department and City Departments.

Analyze Division=s operations and recommend improvements.

Read and interpret plans, specifications and diagrams used in the design and construction of streets, storm drains, water systems, water wells, sewerage lift stations, sewer design and necessary related items.

Establish and maintain a cooperative working relationship with those contacted in the normal course of work.

Experience and Training Guidelines

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five years of increasingly responsible experience in Public Works maintenance, construction and repair of street programs, water systems, sewer lines and other Public Works activities, two years of which were in an administrative or supervisory capacity.

Training:

Equivalent to an AA degree in Engineering or related field from an accredited college or university.

License or Certificate:

Possession of, a valid California driver=s license issued by the Department of Motor Vehicles.

Additional qualifications in the areas of water and sewer treatment operations in terms of certifications by the supervising state agencies is desirable and will be utilized in the selection process.

Special Requirements

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb and lift 50 lbs.; exposure to noise, outdoors, vibration, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Effective Date: March 1996

Adopted July 1, 1996
Resolution 96-109