



PUBLIC WORKS SUPERINTENDENT

\$6,074 monthly typical hiring point DOQ

\$7,383 monthly max.

(negotiated pay increases 1.5% Jan. 1, 2017 and 1.5% July 1, 2017)

Plus excellent benefits (incl. City-paid Health at Kaiser Family Rate & CalPERS Classic)

*Application deadline **Friday November 18, 2016***

COMMUNITY

Located nearly halfway between the metropolitan powerhouses of San Francisco and Sacramento, Suisun City is a hidden gem of the Bay Area. Suisun City is accessible from Interstate 80 via Highway 12 and Amtrak's Capitol Corridor commuter rail stop at the Train Depot, right to the heart of the City's historic Waterfront District, making it a prime location for job seekers as well as homeowners. The community is a unique destination for a Bay Area day trip, an overnight getaway or even a place to work, particularly with its reverse commute for inner Bay Area residents. Residents of this mostly bedroom community take great pride in the quality of their neighborhood infrastructure and amenities.

THE POSITION

The primary job responsibility of the incumbent is to serve as the division manager of the Public Works Maintenance Division. This includes supervising a Public Works Maintenance Supervisor, three Senior Maintenance Workers, five Maintenance Workers I/II, and a Building Maintenance Worker, as well as providing advanced technical skills to maintain City landscaping, equipment, facilities and infrastructure. The incumbent also will ensure that landscaping services provided under contract with the City are performed properly.

IDEAL CANDIDATE - ESSENTIAL JOB FUNCTIONS

The ideal candidate will be an innovative, inspiring, and energetic leader with a customer-service orientation, a successful track record in all aspects of municipal maintenance, and demonstrated problem-solving skills.

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.

- Assumes management responsibility for assigned services and activities of the Public Works Maintenance Division, including operation, maintenance, and repair programs, services, and activities related to the City's streets, traffic/signal systems, sidewalks, storm drains, buildings, wastewater collection systems and facilities; and coordinates landscaping and irrigation maintenance for public areas.
- Plans, directs, coordinates, and reviews the work plan for Public Works Maintenance staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
- Selects, trains, motivates, and evaluates assigned maintenance personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Oversees and participates in the development and administration of the Division's budgets; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; codes all invoices for payment from budget accounts; implements adjustments.
- Serves as the liaison for the Public Works Department's Maintenance Division with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.
- Provides responsible staff assistance to the Public Works & Building Director | City Engineer; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to Public Works Maintenance programs, policies, and procedures as appropriate.

- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of public works maintenance and operations; incorporates new developments as appropriate.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints, including those regarding necessary or ongoing repairs; provides and fosters strong customer relations; helps investigate claims-related incidents on City property.
- Provides emergency response for Public Works, responds to emergency calls after hours as necessary, and performs related duties as required.

QUALIFICATIONS

Education and Experience Guidelines - *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:

Equivalent to the completion of the twelfth grade supplemented by specialized or college level course work in construction technology, business or public administration, or a closely related field. Bachelor's degree is highly desirable.

Experience:

Five years of increasingly responsible maintenance and construction experience that includes at least two years of administrative and supervisory experience.

License or Certificate:

Possession of an appropriate driver's license.

Arborist Certificate and other professional certifications are desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions outlined in the class specifications for Public Works Superintendent 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.

BENEFITS

The benefit package includes: Public Employees Retirement System (PERS) of 2% @ 55 for Classic Employees (fully paid by City, including EPMC), or 2% @ 62 for new employees subject to the California Public Employees' Pension Reform Act of 2013; individual selection of medical, vision and dental insurance options up to a set dollar amount; and employee life insurance. The City pays for medical coverage up to current Kaiser Permanente Family rate. Employees covered by another insurance plan may be eligible for a cash payment up to \$473 per month in lieu of enrolling in the City's health plans. The City has an IRS Section 125 benefits plan for dependent care and healthcare reimbursement accounts. Suisun City does not participate in the Social Security System. In accordance with federal law, the City is required to withhold for Medicare.

Leave benefits include: Employees currently receive 80 hours paid vacation per year for the first five years of service, 120 hours after 5 years, 144 hours after 10 years, 160 hours after 15 years, and 184 hours after 19 years; as well as 96 hours of sick leave, 80 hours executive leave, and 13 paid holidays per year.

The Base Salary will be increased by 1.5% on December 30, 2016, and by another 1.5% on June 30, 2107.

This position is an exempt (no paid Overtime) management position represented by the Suisun City Management & Professional Employees Association.

APPLICATION/SELECTION PROCEDURE

The City of Suisun City utilizes CalOpps.org to accept and process employment applications. To access the online application, go to www.Suisun.com/careers and select the appropriate link. Resumes will not be accepted in lieu of the City's official application form, but should accompany the application. All applications and resumes are reviewed to select those applicants whose qualifications appear to most closely match the requirements of the position. A limited number of qualified applicants may be invited to participate in the subsequent phase(s) of the recruitment process, which may include one or more of the following: written examination, performance examination, assessment exercises, oral interviews, and complete background checks. Meeting the minimum qualifications does not guarantee advancement in the selection process. Paper applications may be obtained from the City of Suisun City, 701 Civic Center Blvd., Suisun City, CA 94585, or 707-421-7300.

COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA): With prior notice to the Personnel Department regarding testing or job performance modifications, the City will make reasonable accommodations for qualified applicants and employees with disabilities. Disabled individuals requiring accommodation during the application/hiring process should notify the personnel office.

IMMIGRATION REFORM & CONTROL ACT: In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United States Citizenship or authorization to work in the United States. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

Job Application

Job Applying For

AGENCY City of Suisun City

JOB TITLE Public Works Superintendent

Basic Information

NAME

First _____ M.I. _____ Last _____

ADDRESS

Address Line 1 _____ Address Line 2 _____
 City _____ State/Province/Region _____ Postal/Zip Code _____ Country _____

TELEPHONE

Primary _____ Secondary _____ Are you eligible to work in the U.S.? Yes No

DRIVER'S LICENSE

D.L. Number _____ D.L. State _____ D.L. Class _____ **EMAIL** _____

Education

Highest year completed less than 8 8 9 10 11 12 Did you graduate from High School or receive a GED? Yes No

HS ATTENDED

LOCATION OF HS/GED

List any degrees received or in progress

	School Name	Location (City & State)	Major	Degree	Units Comp.
1					
2					
3					

Specialized Training

List specialized training which yielded certification, accreditation or license, etc.

	Type of Training	Institution	Certification, Accreditation, or License
1			
2			
3			

List special skills, other relevant information, or provide clarification

Work Experience

I have no previous work experience

May we contact your current or most recent employer? Yes No

Begin with your current or most recent experience. List work record history and include any other pertinent experience. **Failure to list work experience or stating 'See Resume' will be considered an incomplete application and subject to rejection.** Resumes should be attached to an application.

1 COMPANY NAME

Address _____ Telephone _____

Job title _____ Start date _____ End date _____ Reason for leaving _____

Hours/wk. _____ Mo. salary \$ _____ Supervisor _____ # of employees you supervised _____

Describe this work experience *(do not write "See Resume")*

2 COMPANY NAME

Address _____ Telephone _____

Job title _____ Start date _____ End date _____ Reason for leaving _____

Hours/wk. _____ Mo. salary \$ _____ Supervisor _____ # of employees you supervised _____

Describe this work experience *(do not write "See Resume")*

3 COMPANY NAME

Address _____ Telephone _____

Job title _____ Start date _____ End date _____ Reason for leaving _____

Hours/wk. _____ Mo. salary \$ _____ Supervisor _____ # of employees you supervised _____

Describe this work experience *(do not write "See Resume")*

Work Experience *cont.*

4 COMPANY NAME

Address _____ Telephone _____

Job title _____ Start date _____ End date _____ Reason for leaving _____

Hours/wk. _____ Mo. salary \$ _____ Supervisor _____ # of employees you supervised _____

Describe this work experience *(do not write "See Resume")*

5 COMPANY NAME

Address _____ Telephone _____

Job title _____ Start date _____ End date _____ Reason for leaving _____

Hours/wk. _____ Mo. salary \$ _____ Supervisor _____ # of employees you supervised _____

Describe this work experience *(do not write "See Resume")*

If you would like to provide additional work experience, please list on a separate sheet and attach to application.

Additional Experience

List any additional experience *(volunteering, internship, etc.):*

Work Qualifications

Are you over 18 years of age? Yes No

(Employment is subject to verification that you meet any legal age requirements for any jobs for which you may apply)

Are you related to anyone at this agency? Yes No

If "Yes", please provide name and relationship

Job Application

Work Qualifications *cont.*

Have you ever been convicted for a violation of the law, excluding minor traffic violations? Yes No

For each offense please list: the violation; the court (including military); the place and date of conviction; the penalty (fine, sentence, date(s) of probation), and the name under which convicted. Exclude traffic violations under \$150 and convictions more than two years old for violation of Health and Safety Code Sections 11357 (b or c), 11360(b), 11364, 11365, and 11550, as it relates to marijuana. Each case will be given individual consideration. Failure to list all convictions other than those excluded above will be considered fraud in securing appointment and will be grounds for termination. Note that conviction is not necessarily a bar to employment. Each case is given individual consideration based on the job-relatedness of the offense.

Have you ever been discharged or requested to resign from any position for misconduct or unsatisfactory service? Yes No

If "Yes", please explain fully

Job Origin

I first learned of this job opening through *(please check one)*

- | CITY RELATED | NEWSPAPERS | INTERNET | PUBLIC SECTOR PUBS | SPECIALIZED PUBS | OTHER |
|---|--|---|--|---|---|
| <input type="checkbox"/> Human Resource Dept. | <input type="checkbox"/> San Francisco Chronicle | <input type="checkbox"/> CalOpps.org | <input type="checkbox"/> Jobs Available | <input type="checkbox"/> The Recorder | <input type="checkbox"/> CA Job Journal |
| <input type="checkbox"/> City Employee | <input type="checkbox"/> Jobs Available | <input type="checkbox"/> Craigslist.org | <input type="checkbox"/> Western City | <input type="checkbox"/> Daily Journal | <input type="checkbox"/> _____ |
| <input type="checkbox"/> City Job Bulletin | <input type="checkbox"/> San Jose Mercury News | <input type="checkbox"/> Monster.com | <input type="checkbox"/> ICMA Newsletter | <input type="checkbox"/> Planners Network | |
| <input type="checkbox"/> City Website | <input type="checkbox"/> Contra Costa Times | <input type="checkbox"/> GovJobs.com | <input type="checkbox"/> City & State | <input type="checkbox"/> APA | |
| <input type="checkbox"/> City Job Hotline | <input type="checkbox"/> Sacramento Bee | <input type="checkbox"/> HotJobs.com | | | |
| <input type="checkbox"/> Direct Mailer | | | | | |
| <input type="checkbox"/> Job Fair | | | | | |

DISABLED APPLICANTS: The Agency will make reasonable accommodations in the exam process to accommodate disabled applicants. If you are invited to participate in any test process and have a disability for which you require an accommodation, please contact the agency.

I hereby certify that all statements made in this application are true and I agree and understand that any misstatement or omission of material fact will cause forfeiture on my part of all rights of employment with the Agency. I authorize investigation of all matters contained in this application. If offered a position, I further agree to submit to a complete medical examination by a City physician as a condition of employment. I further agree to be fingerprinted, to sign an oath of office, and to furnish proof of age, education, and either citizenship or the legal right to work in the United States of America upon appointment.

Equal Employment Opportunity Questionnaire

Please complete both parts of this form. This information is voluntary and is gathered in accordance with State and Federal laws for the purpose of evaluating the effectiveness of our Equal Employment Opportunity policy and recruitment efforts. This information will not be used for employment discussions.

ETHNICITY

Caucasian African-American Hispanic Asian/Pacific Islander Native American/Alaskan Biracial/Other _____

GENDER

Male Female

VETERANS STATUS

Yes No

DISABILITIES *(check all that apply)*

None Hearing Sight Speech Other _____

Public Works Superintendent

Supplemental Application Questions

All applicants must complete this Supplemental Questionnaire form in addition to the official employment application. Please answer the questions as completely as possible, but keep total responses to no more than three (3) printed pages.

1. List all relevant valid licenses and certificates that you hold.

2. Please describe your supervisory background, including any training and education related to employee supervision. Also list the type of classifications and numbers of employees you have supervised.

3. Please describe your background with tracking and delivering projects on time and under budget. Provide an example of a routine, recurring or annual project; and an example of a special or capital project.

4. Please describe your background and experience related to team building. If applicable, please include strategies you employed to engage long-tenured with the work group, and integrating new members into an established work group.

5. Please describe your experience with preparation and monitoring of budgets (either public and private sector), and with preparation of formal or annual reports, include relevant details to demonstrate your contributions and proficiency.

6. Please provide any additional experience, knowledge and training (e.g. computer, business, customer service, etc.) that makes you a superior candidate for this position.