

## **PUBLIC WORKS SUPERINTENDENT**

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

### **SUMMARY DESCRIPTION**

Under administrative direction of the Public Works Director/City Engineer, directs, manages, supervises, and coordinates the activities and operations of the Maintenance Division within the Public Works Department including operation, maintenance, and repair services and activities related to streets, sidewalks, storm drains, wastewater collection system, and streetlights and traffic control devices; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Public Works Director/City Engineer.

### **IDENTIFYING CHARACTERISTICS**

The Public Works Superintendent is considered a Division Manager with responsibility for the management of a Division that includes several line areas/sections or functional work groups of significant depth and complexity. Responsibilities include overall administration and implementation of a Division including development of Division objectives and design and implementation of supporting units, programs, processes, policies, and/or procedures to successfully achieve those objectives. A Division Manager is also responsible for the development, administration, and control of the associated budget(s). The Public Works Superintendent is distinguished from the Public Works Supervisor in that the Public Works Superintendent has overall program and project responsibility whereas the Public Works Supervisor is responsible for a particular assignment, work crew, or activity.

### **REPRESENTATIVE DUTIES**

*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.*

1. Assumes management responsibility for assigned services and activities of the Public Works Department's Maintenance Division including operation, maintenance, and repair programs, services, and activities related to the City's streets, traffic/signal systems, sidewalks, storm drains, and wastewater collection systems; coordinates landscaping and irrigation maintenance for public areas other than parks.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. 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.
5. Estimates staff time, equipment, and materials needed for planned projects; orders necessary supplies and equipment.
6. Selects, trains, motivates, and evaluates assigned maintenance personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

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7. 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.
8. Maintains records and prepares reports; monitors and reports on project timeline and expenditure compliance.
9. Provides information for the planning, coordinating and overseeing of special construction projects.
10. 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.
11. Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
12. Provides responsible staff assistance to the Public Works 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.
13. 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.
14. Responds to and resolves difficult and sensitive citizen inquiries and complaints including those regarding necessary or ongoing repairs; provides and fosters strong customer relations; processes insurance claims regarding incidents on City property.
15. Provides emergency response for public works; responds to emergency calls after hours as necessary.
16. Performs related duties as required.

**QUALIFICATIONS**

*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 maintenance, repair, and construction program.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Project cost estimating and expenditure control principles and practices.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Modern methods, tools, equipment, materials, and work practices utilized in public works maintenance, repair, and construction service areas including streets, sidewalks, storm drains, wastewater collection system, and streetlights and traffic control device repair activities.

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Types and level of maintenance and repair activities generally performed in a public works field maintenance program.

Operating characteristics of light and heavy equipment.

Modern office procedures, methods, and equipment including computers and supporting software applications.

Principles of business letter writing and report preparation.

Occupational hazards and standard safety precautions.

Geography of the City and the locations of its streets and facilities.

**Ability to:**

Oversee and participate in the management of a comprehensive public works maintenance, repair, and construction program including operation, maintenance, and repair programs, services, and activities related to the City's streets, sidewalks, storm drains, wastewater collection system, and streetlights and traffic control devices.

Oversee, direct, 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.

Prepare and administer large program budgets.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

Interpret and apply federal, state, and local policies, laws, and regulations.

Ensure adherence to established safety rules, regulations and guidelines.

Develop, review, and approve construction standards, plans, and specifications.

Prepare accurate descriptions of project requirements.

Estimate the costs of repairs and maintenance requirements.

Control expenditures.

Assign equipment to projects for maximum utilization.

Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Keep accurate records and prepare clear and concise administrative and financial reports.

Respond to requests and inquiries from the general public; tactfully and courteously represent the Public Works Department during public contacts.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**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 related field. A Bachelor's degree is desirable.

**Experience:**

Five years of increasingly responsible maintenance and construction experience including two years of administrative and supervisory responsibility.

**License or Certificate:**

Possession of an appropriate driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*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.*

**Environment:** Work is performed in a standard office setting and outdoor field environment with travel from site to site; some exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; incumbents may be required to work extended hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to walk, stand, and sit for prolonged periods of time; to climb up or down on ladders, to reach, twist, turn, kneel, bend, stoop, squat, grasp, and make repetitive hand movements; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate assigned equipment and vehicles; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.