

PUBLIC WORKS SUPERINTENDENT

\$46.9124 - \$59.8734 Hourly
\$92,698.90 - \$118,309.93 Annually

*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 qualifications of incumbents within the position.*

DEFINITION

Under direction manages Public Works Department divisions; supervises, evaluates and participates in the work of personnel responsible for operation of the divisions; ensures safe work practices, work quality and accuracy; maintains appropriate work records which may include payroll and budget; serves as a technical resource for assigned work personnel; performs other duties as required.

DISTINGUISHING CHARACTERISTICS

The Public Works Superintendent is the management level position responsible for oversight of divisions, programs and operations within the department. This classification is distinguished from the next lower classification of Public Works Supervisor by the responsibility for management of multiple divisions, programs and operations.

SUPERVISION RECEIVED/EXERCISED

Receives direction from the Director of Public Works. Exercises direct supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, coordinates, prioritizes, monitors and participates in the work of personnel responsible for the supervision of the Concrete division, Street Trees division, Graffiti Abatement Program, Community Pool Complex; Sewer, Streets, and Building Maintenance Operations; and Mechanical Maintenance divisions.
- Performs the more difficult and complex maintenance duties of the work unit including obtaining and reviewing bids, securing grants, oversight of irrigation systems and managing pesticide/herbicide applications.
- Participates in the development of policies and procedures; recommends programs, projects and work assignments to higher level Public Works department personnel; develops schedules and methods for performing assigned duties; maintains appropriate work records and documents which may include timesheets, work orders; prepares monthly productivity reports; prepares memos, letters, statistical and/or analytical reports on operations as necessary; prepares and submits division budget for inclusion in the Public Works department budget; monitors budget expenditures.
- Participates in the selection and training of maintenance personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates discipline procedures as is appropriate; recruits, hires and manages supplemental labor crews; assigns work to assigned staff and personnel; monitors work activities to ensure safe work

practices, work quality and accuracy; ensures compliance to applicable rules, policies and procedures.

- Assists with new development designs; reads and interprets engineering plans; solicits bids from contractors and makes recommendations for new construction; monitors contractors and projects.
- Maintains inventory control; solicits bids and prepares specs for purchasing of supplies, equipment and materials; prepares and manages materials and labor for city festivals and special events
- May participate in organizational and community group meetings; responds to questions and inquiries; deploys emergency response crews; investigates and resolves complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

QUALIFICATIONS:

Knowledge of:

- Practices, techniques and materials used in maintenance, construction, mechanics, and repair of street, park, building, pool, sewer and water distribution facilities;
- Practice and procedures used in weed abatement;
- Safety requirements for operation of trucks and other equipment;
- Basic principles of mathematics;
- Principles and practices of budget administration;
- Methods and techniques of supervision, training and motivation;
- Applicable federal, state, and local laws, codes and regulations;
- Operational characteristics of standard maintenance equipment;
- Methods and techniques for record keeping;
- Occupational hazards and standard safety procedures.

Ability to:

- Select, manage and supervise subordinate staff;
- Manage and direct the operations and activities of Public Works operations;
- Analyze a complex issue and develop and implement an appropriate response;
- Prepare and administer division budgets; analyze and evaluate new and existing service delivery methods and standard operating procedures;
- Read and interpret engineering plans and specifications and interpret them to others;
- Perform maintenance, repair and installation of asphalt, signs, concrete and storm drains;
- Ensure that safety principles are observed and practiced; prepare reports and maintain records;
- Courteously respond to community issues, concerns and needs;
- Communicate clearly and concisely, both orally and in writing;
- Work a flexible schedule including evenings and weekends and establish and maintain effective working relationships.

EDUCATION AND/OR EXPERIENCE

A high school diploma or G.E.D. equivalent supplemented by some directly related college level course work and five years of experience in a major aspect of construction, maintenance and improvement of streets, street traffic control, water and sewer lines and parks including two years experience as a supervisor.

LICENSE/CERTIFICATES

Possession of a valid California Driver's License, Class C. Possession of a valid California Driver's License, Class B may be required in some instances.

ABILITY TO WORK SAFELY

Following Safety Rules and wearing protective gear including but not inclusive of head gear, ear plugs, hard hat, protective clothing and any required gear that is expected as an essential protective gear for general functioning in your daily duties.

The ability to perform activities with a schedule, maintain regular attendance and to be punctual within specified tolerances; to complete normal workday and/or work week.

Ability to get along with co-workers or peers without exhibiting extreme responses; to work activities requiring negotiating with, instructing, supervising, persuading or speaking; to respond appropriately to criticism from supervisor.

WORKING CONDITIONS

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, and stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily routines. The position requires both near and far vision when inspecting work and operating assigned equipment. There is a need to lift, carry and push tools, equipment and supplies weighing about 90 pounds or more and perform substantial heavy physical labor. Additionally, this position works in all weather conditions; including wet, cold, hot and dry. The position may require the use of chemicals, exposing the employee to fumes, dust and air contaminants. The work by nature may require climbing ladders, use of power / noise producing tools and equipment. The position may require driving motorized vehicles and heavy equipment, also work in heavy vehicle traffic conditions. Incumbent may be required to respond to afterhours emergency call outs, work weekends/ alternative shift schedules.

Physical Demands and Conditions

- Works indoors up to 33% outdoors 34%-67% may be constant
- Exposure to excessive noise up to 33% occasionally, frequently 66% or more
- Driving 34%-67% and more if required for specific projects
- Hearing-Normal conversation 33%-66%
- Telephone 33%-66%
- Talking 33%-66%
- Vision Acuity Near 34%-66%

CITY OF HERCULES

- Visions Color up to 33%
- Field Vision up to 33% may require more
- Lifting 51-75 pounds frequently and 50lbs or approximately 33%.

Please initial and acknowledge that you will adhere to safety rules, interpersonal skills request and protective gear requirement and understand the duties expected of you as an employee in your current position

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employees Signature

Date

Supervisor's signature

Date

Printed name of employee: _____

Printed name of supervisor: _____