

PUBLIC WORKS SUPERINTENDENT

DEFINITION

To direct, manage, supervise, and coordinate various public works field operations and maintenance activities in assigned areas such as solid waste, roads/streets/bridges, and/or other large areas of maintenance/operations; to provide highly responsible and complex support to upper management.

DISTINGUISHING CHARACTERISTICS

This classification provides managerial support and staff supervision and can be used in in several public works operations, depending upon the size of the work section/unit. The Public Works Superintendent is a management/supervisory class that works with independence to perform work that is difficult and complex. In larger maintenance operations, supervising a work unit of at least ten employees, incumbents are responsible for assisting with the development, recommendation, and implementation of work unit/section goals, objectives, policies, and procedures, and works extensively with Public Works staff, other County employees, various public/private organizations, and the general public. This classification is distinguished from the next lower maintenance supervisory level classifications in that the Superintendent has overall management responsibility within the assigned work section/unit. Depending upon a vacancy, recruitments can be focused on a specific public works operational area and can require specialized experience related to the area but must stay within the amount of experience stated in the Minimum Qualifications section of this specification.

EXAMPLES OF ESSENTIAL FUNCTIONS

Manages assigned services and activities related to roads/streets, solid waste, and/or other assigned large public works operational areas.

Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned area.

Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.

Coordinates with division manager to develop routine as well as mid- and long-range work schedules.

Performs inspections of facilities, roads, and other assigned projects to determine maintenance, improvements, and maintenance required.

Plans, directs, coordinates, and reviews the work plan for assigned areas; assigns work activities and projects; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.

Selects, trains, and evaluates assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; investigates problems and recommends and implements discipline.

Participates in the development and administration of the annual budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; makes adjustments.

If assigned to roads/streets/bridges, coordinates the County-wide snow removal program; obtains right-of-way for roads projects; secures water sources for construction; negotiates tree removal with property owners; coordinates utility relocations.

If assigned to solid waste, troubleshoots and resolves equipment and systems problems and coordinates repairs; oversees environmental monitoring related to landfill and compost operations; oversee and may participate in a variety of skilled and semi-skilled maintenance and construction such as repairing fences, installing erosion control measures, minor building repairs, and installing, maintaining, and repairing mechanical equipment and leachate system.

Serves as liaison for the operations and maintenance function and staff with other County departments and outside agencies; negotiates and resolves sensitive and controversial issues.

Serves on a variety of committees, teams, boards, and other formal bodies.

Prepare and present staff reports and other related correspondence.

Provides responsible staff assistance to the division manager.

Establishes, ensures compliance, and enforces safety requirements; coordinates and participates in safety training for staff.

Attends and participates in professional group meetings; stay abreast of new trends and innovations in the public works field.

Responds to and resolve difficult and sensitive inquiries and complaints.

Serves in various emergency response roles as required.

Oversees various outside contracts for quality work and adherence to contract terms and conditions.

Reviews plans and specifications for various projects.

Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

Operational and maintenance services and activities of the assigned areas.

Principles and practices of public works administration.

Public works operational methods, materials, and engineering specifications.

Principles and practices of public agency administration and management.

Principles and practices of municipal budget preparation, monitoring, and administration.

Principles of supervision, training, and performance management.

Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Manage, direct, and coordinate the work of the assigned public works area and staff.

Hire, discipline, train, evaluate, and supervise staff.

Oversee and direct the operations, services, and activities of assigned public works functional areas.

Develop and administer department goals, objectives, policies, and procedures.

Administer and oversee a variety of construction projects.

Read and interpret plans, drawings, and specifications.

Prepare clear, concise, and effective administrative and financial reports.

Analyze problems, identify alternative solutions, anticipate consequences of proposed actions, and implement recommendations.

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

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships and with the public.

TYPICAL WORKING CONDITIONS

Work is performed indoors and in field environments, sometimes under adverse weather conditions including extreme heat or cold, and wetness. Adverse working conditions may include above average noise, traffic and machinery hazards, working in heights, exposure to fumes/dust, odor, and skin irritants, and standing for long periods of time. Worker operates hand and electrical tools. May be required to work over 40 hours in a work week. May be required to travel to various work locations throughout the County to perform maintenance duties or conduct inspections.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work indoors and in a field; ability to sit and intermittently walk, stand, stoop, climb, balance, bend, kneel, crouch, squat, crawl, twist, and reach while performing duties office duties and/or activities related to operations of landfill, recycle center, compost facility and transfer stations; lift and/or move up to 50 pounds frequently and up to 100 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and controls; perform grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment, tools and specialized equipment. Must be able to use a telephone to communicate verbally and keyboard to communicate through written means to review information and enter/retrieve data, and to see and reach characters on a computer screen. Requires the strength and stamina to perform operational duties such as on the sort line, scale house and on the landfill working face.

MINIMUM QUALIFICATIONS

Experience:

Three years of progressively responsible supervisory or management experience in the maintenance and operation of the assigned public works subject area such as roads/streets and solid waste.

Education:

A bachelor's degree from an accredited college or university with major in engineering, geology, construction management, business administration, or public administration.

Substitution:

Additional qualifying experience may substitute for the education on a year-for-year basis.

(Note: the specific type of experience required is dependent upon the position being recruited for.)

Additional Requirements:

Depending upon assignment, possession of a valid California Class C driver's license and the ability to obtain a valid Class A or B driver's license within six months of employment.

Under certain circumstances, the Human Resources Director may accept a valid driver's license from another State if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and in not all inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

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