

# **CITY OF HALF MOON BAY**

## **JOB CLASS SPECIFICATION**

### **Public Works Superintendent**

Under general direction, the Public Works Superintendent plans, schedules, manages and supervises the City's maintenance programs and activities; manages and develops outside contracts, vendors and project budgets, assures regulatory compliance and economy in all programs, and performs related work as required.

#### **SUPERVISION RECEIVED/EXERCISED**

The Public Works Superintendent receives general direction from executive staff in the City Manager's Office. The Public Works Superintendent directly supervises personnel in assigned program areas.

#### **IMPORTANT AND ESSENTIAL DUTIES**

The Public Works Superintendent is responsible for, but not limited to, the following duties:

Develop and implement goals, objectives, policies and priorities, and systems and procedures. Generate and present ideas to improve operational efficiencies and effectiveness, reduce costs and improve service to the community.

Develop and maintain a strong customer service orientation in all programs and activities.

Plan, organize, direct, supervise, review, motivate and evaluate maintenance and repair programs and operations in assigned areas of public works, including but not limited to streets, sidewalks, medians, parks, sewers, storm drains, weed control, tree maintenance, street lights and buildings.

Supervise and manage safety training and work task procedures. Assign, supervise, train, inspect and evaluate the work of subordinate personnel. Recommend employee actions, including performance improvement, discipline and safety adjustments; manage and approve time sheets, including overtime.

Direct the maintenance of time, material and equipment use records.

Prepare the annual budget and prepare all reports of work progress for, streets, sanitary sewer, storm drain/storm water maintenance activities, City owned facilities, and other Public Works programs.

Participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Prepare cost estimates for maintenance and repair activities.

Investigate complaints and recommend correct action; develop notification letters and other public information material.

Evaluate equipment for purchase and assist in the development of specifications for maintenance work materials and supplies.

Coordinate the contracting of public works projects; prepare specifications and requests for bids. Administer contracts to insure full compliance.

Monitor streets, sidewalks, curbs, gutters, sewers, storm drains, City buildings and related facilities and equipment for needed maintenance and repair.

Perform the more complex or technical duties associated with program activities; operate all equipment associated with duties; keep abreast of and maintain knowledge of latest technology and applications to the work. As needed, perform the duties of subordinate personnel.

Administer the City's National Pollution Discharge Elimination System (NPDES) program and preparation of all reports and programs associated with it.

Coordinate public works activities with city departments, other public agencies, and the public.

Inspect work sites before, during and after completion to ensure project is completed in a satisfactory and thorough manner.

Develop and maintain effective and positive working relationships with City staff, and the public.

Respond to maintenance related emergency situations during regular work hours and outside of regular work hours.

Perform other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

Contemporary public works maintenance methods, techniques, principles; and practices of public administration and local government operations for public works maintenance.

Principles of organization, administration, budget, financial and personnel management, and effective supervision and management.

Principles of project management systems; purchasing methods and principles; and emergency preparedness.

Safety practices and procedures including occupational hazards and standard safety regulations and precautions.

Laws, ordinances, and procedures related to municipal Public Works.

Heating, ventilation and air conditioning systems.

Building tools and materials.

Methods of building construction.

Effective methods of record keeping and inventory control.

Computerized maintenance management systems.

### **Skill to:**

Prepare budget analysis, cost projections, and cost-benefit analysis.

Manage complex projects.

Operate contemporary office equipment, including computer systems and associated software.

Safely operate all tools and equipment associated with public works facilities and systems, including motor vehicles.

**Ability to:**

Plan, organize, prioritize, direct, schedule and supervise the public works maintenance programs and activities.

Select, effectively supervise, train, and evaluate subordinate personnel.

Communicate clearly and concisely both orally and in writing.

Establish, maintain and foster good working relationships with those supervised and contacted in the course of work.

Prepare, maintain, and interpret records and reports.

Evaluate operations and problems, recommend and implement efficiency and productivity improvements.

Prepare and administer a departmental budget.

Prepare projects and manage them to completion.

Follow problems through to resolution.

Learn, retain, interpret and apply pertinent provisions of the City's Rules and Regulations, and City policies.

Get things done. Generate and implement ideas. Motivate others to excel. Adapt effectively to change.

Coordinate program activities and projects with City staff, other agencies, contractors and the public.

Perform duties and use tools associated with maintenance functions.

Attend public meetings to explain and promote department programs and policies.

## **EDUCATION AND EXPERIENCE**

Sufficient education and experience to satisfactorily perform the duties of this classification are required.

### **Education:**

A typical qualifying background would be completion of the twelfth grade supplemented by two years of college level coursework in construction management or a related field. An AA degree in a closely related field is desirable.

### **Experience:**

Four (4) years of responsible administrative and supervisory experience in the construction, maintenance and repair of public works and city facilities.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties of this position.

The ability to use hands to finger, handle, feel or operate objects, tools, or controls and to reach with hands and arms is required. Must lift moderate to heavy objects, materials, tools and equipment weighing up to 90 pounds; considerable time standing, sitting, walking, driving, kneeling, stooping, crouching, squatting, climbing ladders, crawling, and twisting upper body. The employee in this position is frequently required to stand, talk, and hear. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORKING CONDITIONS**

Working in a combination of office and field environments is required in this position. The incumbent must travel to and from work site. Significant amount of time working outdoors in inclement weather; working with chemicals; occasional extreme noise or vibration; working around electrical, mechanical, or explosive hazards. The employee occasionally works in high, precarious places (e.g. roofs) and is occasionally exposed to airborne particles. May be required to operate heavy equipment. Will be required to interact with customers with varying dispositions on site and when requested at place of residence or business.

## **LICENSES, CERTIFICATES AND REGISTRATIONS**

Possess a valid California class "C" Driver's License. A class "B" driver's license is required within six months of hire. California State Applicator's Certificate and a Certified Arborist Certificate is preferred.