

PUBLIC WORKS SUPERINTENDENT – OPERATIONS AND MAINTENANCE**Job Summary:**

Under general direction, the Public Works Superintendent – Operations and Maintenance develops, organizes, manages, and directs programs and personnel of the Operations and Maintenance Division within the Public Works Department. Coordinates assigned activities with other divisions, departments, and outside agencies.

Essential Duties and Responsibilities:

(The functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

- Plans, leads, organizes, integrates, and evaluates the work of streets and right-of-way maintenance, graffiti abatement, pavement and concrete repair, traffic signal maintenance, street light maintenance, traffic signing, integrated waste services, landscape maintenance, storm drain maintenance, urban forestry preservation and maintenance, and sign-making staff.
- Develops, implements, and monitors the achievement of short and long-term goals and objectives; develops and implements policies and procedures; manages a customer-oriented culture and fosters a teamwork environment; assesses infrastructure needs and development of long-term strategies to sustainably manage the City's assets within local and regulatory guidelines.
- Monitors, oversees, and evaluates the efficiency and effectiveness of service delivery methods, administrative systems, and reporting relationships; identifies and implements improvements.
- Leads, coaches, motivates, develops, engages, and evaluates assigned personnel; addresses performance deficiencies; provides training and development.
- Ensures all customer service requests are resolved, responds to public inquiries in a courteous manner, and resolves complaints in an effective and timely manner.
- Prepares and administers the Operation's and Maintenance Division's budget and work plan; supports executive management; assists with the development and implementation of a five-year Capital Improvement Projects (CIP) program.
- Researches, drafts, and develops Requests for Proposals (RFPs) for various maintenance and City infrastructure, parks, and landscaped areas; monitors contract provisions and details.
- Coordinates, collaborates, and communicates with other divisions and programs within the Department; participates in negotiations with contractors, consultants, vendors, and other public agencies.
- Analyzes and makes recommendations based on proposed legislation and regulations; participates in industry and intergovernmental activity to influence regulatory and legislative change consistent with the City's interests.
- Performs other duties as assigned.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class include:

Education and Experience:

A bachelor's degree in engineering, construction management, environmental sciences, public administration or a closely-related field and six (6) years of full-time paid increasingly responsible administration experience in Public Works maintenance, right of way, or a similar capacity, including two (2) years of supervisory experience in related areas as indicated or an equivalent combination of education, training and experience.

License or Certificate:

Possession of a valid California Class C driver's license is required. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

Knowledge of:

- Standard equipment, methods, practices, and procedures.
- Principles and practices of office management, administration, supervision, training, and public relations.
- Technical, legal, financial, and public relations problems involved in the conduct of the street maintenance programs.
- Current automation and use of technology.
- Property maintenance ordinances and regulations of the federal, state, and local government, including National Pollutant Discharge Elimination System (NPDES) regulations, and the State Water Quality Control Board and its regional offices.
- Hazards and safety precautions of street maintenance work.
- General City geography and street layout.
- Principles, practices, and procedures of energy conservation.
- Methods, materials, and standard engineering specifications used in the construction of Public Works projects with considerable knowledge of energy efficient projects.
- City Human Resources policies and procedures, personnel rules, and labor contract provisions.
- Equipment maintenance practices and methods.

Skill and Ability to:

- Efficiently and effectively manage the assigned subordinate sections.
- Estimate costs and develop and implement a budget for the assigned area of responsibility.
- Maintain accurate records.
- Supervise and direct day-to-day activity of assigned personnel.
- Read and interpret engineering plans and specifications.
- Effectively communicate orally and in writing.
- Meet approved minimal physical and medical standards.
- Establish and maintain effective working relationships with others.
- Coordinate and supervise municipal maintenance operations and activities.
- Analyze all maintenance needs to recommend appropriate programs and services.
- Train, supervise, and evaluate personnel.

- Prioritize, schedule, assign, monitor, and review work.
- Meet schedules and timelines.
- Work independently with minimal direction.
- Analyze situations accurately and adopt an effective course of action.
- Operate equipment and machines used in maintenance operations and activities.
- Observe legal and defensive driving practices.
- Enforce and comply with all safety standards and requirements.
- Utilize computers and related software.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Positions in this class are normally:

- Required to be on call and/or on standby.
- Require the mobility to stand, stoop, reach, and bend on a regular basis.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing, and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to inside and outside environmental conditions.
- May be required to use personal vehicle in the course of employment.
- May be required to wear Personal Protective Equipment in response to emergency situations.