

CITY OF CARSON

City Council Reso. No.

Class Specification

Bargaining Unit: Prof. Assn.

FLSA: Non- Exempt ExemptCITY OF

CARSON

invites applications for the position of:

~~Public Works Operations~~Right of Way Operations and Maintenance -Superintendent

SALARY: ~~-----~~ \$49.98 - \$63.77 Hourly

\$8,663.00 - \$11,054.00 Monthly

OPENING DATE: 07/05/18

CLOSING DATE: 09/04/18 11:59 PM

THE POSITION:

Job Summary:

Under the general direction of the Director of Public Works, -the ~~Public Works Operations~~Right of Way Operations and Maintenance Superintendent performs difficult, professional and administrative work managing and supervising the Right of Way, ~~Landscaping, and Building Operations and Maintenance~~ Operations Divisions within the Public Works Department.

ESSENTIAL DUTIES:

Essential Duties and Responsibilities

Formatted: Font: Bold

(These 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.)

1. Plans, organizes, staffs, directs, and controls various divisional maintenance activities involving fleet maintenance and the service and repair of the public right of way infrastructure system including, traffic signals, streetlights, signs, storm drains, facilities, streets, sidewalks, medians and parkway trees, and various soft and landscaped areas.
2. Directs the removal of debris from the right of way, maintenance of pavement markings and motorized equipment.
3. Evaluates maintenance needs and recommends programs or action plans to meet these needs.

4. Prepares Division budgets and controls expenditures.

5. Coordinates inventory and supply procedures.

6. Recommends maintenance programs; establishes standards of performance and quality control of work/projects.

7. Analyzes productive output in order to disclose areas needing improvement and to forecast future requirements for personnel, supplies, services, and equipment.

8. Makes periodic inspections of work in progress and upon completion.

9. Assists in administration of service contracts associated with assigned areas of responsibility including, but not limited to, maintenance of traffic signals and safety lighting, street striping, and bridge maintenance, ~~landscape and building maintenance~~ agreements.

10. Prepares reports and correspondence; maintains records on the status of operations.

11. Supervises, trains, and evaluates personnel; enforces rules and regulations.

12. Attends meetings and represents the Division.

13. Provides information to and consults with the public.

14. Serves on primary emergency response team in cases of emergency or disaster, in a position assigned by the City's Emergency Plan.

15. Reads and interprets blueprints, plans and specifications

16. Performs related duties as required.

QUALIFICATIONS:

Qualification Guidelines

Formatted: Font: Bold

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

Education and/or Experience:

A Bachelor's degree and five (5) years of full-time paid increasingly responsible experience in the management of fleet services and right of way, landscape and building maintenance operations, including three (3) years of supervisory experience in related areas as indicated. Any combination of equivalent professional experience may provide the required knowledge and ability to substitute for the educational requirement.

Knowledge of:

Formatted: Font: Bold

Principles of supervision and training

Office practices and procedures.

General record keeping practices.

Budget preparation and control.

Methods, materials, tools, and equipment used in the maintenance and improvement of fleet services, ~~parks facilities,~~ and the public right of way infrastructure

Safety and safe work practices.

Organization and management of a comprehensive maintenance program for right of way, municipal parks, buildings, grounds and facilities.

Maintenance needs of ~~park buildings, grounds, and~~ various public facilities/properties.

Maintenance needs and requirements associated with fleet, including light and heavy duty vehicles

Contract administration.

Interpersonal skills, using tact, patience and courtesy.

Planning and Work Distribution.

Proper operation and care of maintenance tools and equipment.

Requirements of maintaining the public right of way in a safe, clean and orderly condition.

City organization, operations, policies and objectives.

Applicable laws, codes, regulations, policies and procedures.

Operation of computer software and hardware.

Skill and/or Ability to:

Formatted: Font: Bold

Efficiently and effectively manage the assigned subordinate divisions and 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 ~~Public Works and Landscape and Building Maintenance~~ operations and maintenance activities within a city.

Analyze all maintenance needs and recommend appropriate programs and services.

Train, supervise and evaluate personnel

Prioritize, schedule, assign, monitor and review work.

Meet schedules and time lines.

Work independently with little direction.

Analyze situations accurately and adopt an effective course of action.

Operate equipment and machines used in all maintenance operations and activities.

Observe legal and defensive driving practices.

Enforce and comply with all safety standards and requirements.

Utilize computers and related software.

License and 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.

~~WORKING CONDITIONS:~~

Physical Requirements and Working Conditions:

Formatted: Font: Bold

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.