


JOB DESCRIPTION

City of Waterford  Administrative Services	PUBLIC WORKS SUPERINTENDENT
	Salary Level: 44
	FSLA Status: Exempt
	Established/Revised: June 2017

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under general direction, plans, organizes, coordinates, and directs the maintenance and operation of water, storm drain, sewer collection, streets, street lighting, parks, garage, and electrical facilities including SCADA, and fleet maintenance systems; administers budget for assigned maintenance and operations activities; and performs other job related work as required.

This is a mid-management classification responsible for the discrete sub-departmental organizational component(s) and programs/functions involving the management and coordination of City-wide utilities, maintenance and operations programs and functions. In addition, the job incumbent has direct responsibilities for overseeing and directing the work of subordinate staff. This position differs from other positions involved in utilities maintenance and operations functions in the broader responsibility for developing and implementing programs, systems and procedures. Duties and responsibilities are performed in accordance with law, ordinance, and City policy.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Public Services Director. The job incumbent is expected to work with minimal direct supervision, exercising independent judgment and initiative in a number of complex responsible and sensitive areas. The Public Works Superintendent supervises skilled staff directly or through subordinate supervisory staff.

ESSENTIAL DUTIES

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Plans, develops, and implements or directs the implementation of goals, objectives, policies and priorities relating to utilities maintenance and operations functions relating to water, storm, sewer

collection, street lighting, parks, facilities, construction, shipping and receiving, and fleet maintenance systems.

- Prepares specialized budgets related to assigned activities; assists in budget implementation; participates in budget forecasts; administers the approved budget.
- Develops and administers operating and reporting procedures including training schedules.
- Ensures City compliance with Federal, State, and local laws and codes relating to safety standards, personnel programs and various reporting requirements for water, sewer, fleet, etc.
- Oversees contracts agreements for provision of a variety of repair and maintenance services.
- Performs special studies and research and prepares recommendations.
- Reviews, prepares and presents reports; inspects and evaluates unit and contract operations; performs long range planning studies; reviews and makes recommendations on construction plans and specifications.
- Inspects, approves, and reviews plans and specifications for subdivisions, public works projects, utility projects, grading and drainage, and other new or proposed construction projects.
- Prepares documents for requests for State and Federal grants for utility and highway construction projects.
- Oversees the setting of grades for utility lines, curbs, gutters and other structures.
- Performs contract administration, contractor work scheduling and inspection of all utility and other maintenance and utilities work.
- Supervises and maintains a variety of employee training and work safety activities.
- Prepares highly complex and technical reports; documents policies and procedures; performs research.
- Trains and evaluates personnel; establishes and monitors employee performance objectives; prepares and presents employee performance reviews; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination actions.
- Fosters a team environment within the Public Works Department and with other City employees in the course of performing assigned duties.
- Attends assigned meetings and trainings; interacts with outside agencies and commissions; provides leadership for teams, or committees, as needed.
- Assures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.
- Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.

- Performs other duties and assumes other responsibilities as needed or as delegated.

MIMIMUM QUALIFICATIONS

Education and/or Experience:

Must have a High School diploma or GED equivalent; **AND** five (5) years of progressively responsible Public Works or utility operations and maintenance experience in a lead capacity; **OR** an equivalent combination of education, training, and experience. A Bachelor's Degree is highly desirable.

License/Certificate:

Possession of or ability to obtain, a valid Class B Commercial driver's license.

Knowledge of:

- Materials, methods, tools and equipment used in construction, operation and maintenance of street systems, storm drains, traffic control, water system repair and operation, sanitary sewer collection system, and the typical operations in maintaining and operating various pump stations and associated equipment;
- Principles of management and supervision;
- Safety principles and the ability to establish and implement safety programs in accordance with established or mandated procedures;
- Ability to prepare extensive reports; to keep clear and concise records and correspondence;
- Knowledge of computers. Ability to manipulate various PC software programs.

Skill in:

- Communicating clearly and concisely, both orally and in writing;
- Keeping accurate records;
- Analyzing data and information and drawing logical conclusions;
- Selecting, training, supervising and evaluating employees;
- Operating programs within allocated amounts;
- Responding to emergency and problem situations in an effective manner;
- Explaining and applying policies and procedures;
- Interpreting and applying rules, regulations, legislation and policies;
- Using and caring for a variety of tools, materials, and equipment common to public works maintenance;
- Operating a variety of public works maintenance equipment.

EXPERIENCE AND CERTIFICATION(S)

Any combination of experience and training what would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Experienced performing manual labor in public works, maintenance or construction or an equivalent combination of education and experience.

License or Certificate:

- Valid California Class C Driver's License. Must be maintained as a condition of employment.
- Must obtain possession of a valid Class B California Driver's License within four months of employment and must be maintained as a condition of employment

NECESSARY SPECIAL REQUIREMENTS

- Must be 18 years of age or older.
- Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check, and reference check.
- Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

Physical Conditions: Work is performed outdoors in a variety of weather conditions and requires moderate physical exertion; may be exposed to hot and cold temperatures, dust, loud noises, and chemical, mechanical, and electrical hazards. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand and walk for long periods of time, and to walk over uneven surfaces. The employee is required to have acceptable eyesight (with or without correction), acceptable hearing (with or without hearing aid), ability to communicate both orally and in writing, depth perception, distinguish colors, smelling. Must have physical agility to push/pull, manual dexterity, climb, bend, kneel, stoop and reach overhead, lift and carry 45 pounds and over.

Environmental conditions: The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in a field environment in various weather conditions with noise, chemicals, electrical energy or radian energy, odors, vibrations, poor lighting, in hazardous areas, slippery uneven surfaces and in/around moving machinery.