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34009 ALVARADO-NILES ROAD  
UNION CITY, CA 94587  
(510) 471-3232

## PUBLIC WORKS SUPERINTENDENT

### **DEFINITION**

Under direction of the Public Works Director, administers a comprehensive Streets, Grounds, Facilities and Fleet Maintenance Programs for the City; provides technical assistance to City staff in areas of responsibility; performs related work as required.

### **EXAMPLE OF DUTIES**

Plans, organizes, assigns, directs, supervises and evaluates maintenance staff and activities in major public works areas:

**Grounds Maintenance** – Includes parks, playground areas, public spaces, street medians and backup landscaping, street trees, trails and related structures and landscaped areas.

**Streets Maintenance** – Includes street pavement, storm drainage, and sidewalk maintenance and repair, pavement legends/stripping public signage; street sweeping, graffiti abatement and work furlough programs.

**Facilities Maintenance** – Includes all City owned facilities, trailers, parking equipment and custodial contract.

**Fleet Maintenance** – includes automotive, heavy equipment and fueling stations.

- Assists in the development and implementation of goals, objectives, policies, procedures, work standards and the biennial budget for the department in assigned areas of responsibility.
- Sets priorities, develops preventive maintenance programs and ensures that all assigned divisions are maintained at an optimum level within cost and staffing limitations.
- Selects assigned personnel and provides for their training and professional development; interprets City policies and procedures to employees; is responsible for morale and productivity of assigned staff.
- Maintain safe working conditions for the workforce and public.
- Utilize computer technology for work management, information management and communications.

## PUBLIC WORKS SUPERINTENDENT

### **EXAMPLE OF DUTIES (continued)**

- Provides corrective counseling and recommends or administers discipline of personnel, as necessary.
- Confers with and provides technical assistance to members of City departments on various maintenance matters; coordinates activities of the division with those of other departments and agencies.
- Conducts or directs studies; develops and reviews reports of findings, alternatives and recommendations; directs the maintenance of and prepares a variety of periodic and special reports regarding assigned responsibilities.
- Provides project management for Capital Improvement projects within areas of responsibility.
- Coordinates and administers contracts for the design and maintenance of facilities and equipment within areas of responsibility.
- Department Safety Officer implementing SB198 guidelines. Maintaining safety logs, coordinating safety meetings, and scheduling safety training.
- Represents the City in meetings with representatives of governmental agencies, professional, business and community organizations and the public; handles difficult complaints and inquiries.
- Monitors developments related to public works maintenance activities; evaluates their impact upon City operations and recommends policy and procedural improvements.
- Works closely with other members of the Public Works Management team to provide a coordinated and supportive approach to service delivery.
- Oversees and manages the City's parking management program to include contracted services, citation issuance and resolution and parking coordination between departments.
- Ensures that the compressed natural gas fueling station is maintained and operated to industry and regulatory standards.
- Oversees and manages all maintenance and regulatory compliance for the City's emergency generators and underground storage tanks.
- Serves on a rotating monthly schedule to manage off hour emergency personnel call out.

## **PUBLIC WORKS SUPERINTENDENT**

### **QUALIFICATIONS**

#### **Knowledge Of:**

Principles, practices, methods and materials for municipal maintenance projects and activities; principles, practices and techniques related to street, facilities, horticulture and equipment maintenance; supervisory principles and methods, including goal setting, budget preparation and administration and employee supervision; safety practices pertaining to the work; applicable state and federal laws and regulations; and work planning, organization and scheduling techniques.

#### **Ability To:**

- Plan, organize, assign, direct, review and evaluate comprehensive municipal maintenance activities.
- Select, train, motivate and evaluate assigned staff; develop, implement and interpret policies, procedures, goals, objectives and work standards.
- Analyze problems, evaluate alternatives and make creative recommendations; read and interpret plans and specifications and guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work; represent the City effectively in meetings with others.
- Maintain accurate records and prepare clear and concise reports and correspondence.

### **OTHER REQUIREMENTS**

Must possess a valid California Driver's license and have a satisfactory driving record.

Maintain appropriate licenses for area of responsibility.

### **EDUCATION AND EXPERIENCE**

A typical way of gaining the knowledge and abilities outlined above is:

#### **Education:**

Bachelor's Degree from accredited college or university with major course work in Business administration, public administration, construction management, or closely-related field.

#### **Experience:**

Five years of progressively responsible experience in the maintenance of streets facilities, grounds and/or equipment, at least three years of which must have been at a supervisory level.