

## **PUBLIC WORKS SUPERINTENDENT**

### **DEFINITION**

Under the general direction of the Director or Deputy Director, manages, coordinates, performs and supervises the daily functions, operations, and activities of streets, construction and maintenance of the wastewater collection and water distribution systems, and central garage; and performs other related duties as assigned.

### **CLASS CHARACTERISTICS**

This classification is distinguished by its responsibilities for the day-to-day management of a significant portion of the City's public works operations and maintenance activities including streets, water distribution system, wastewater collection system, and central garage. Incumbents are expected to independently perform the full scope of assigned duties. Direct supervision is exercised over supervisory, operational, and support staff.

**EXAMPLES OF ESSENTIAL DUTIES**— duties may include, but are not limited to the following:

- Implements and participates in the development of departmental goals, objectives, policies and priorities for the division, including continually reviewing operations and activities for purposes of identifying problem areas, and potential ways to increase efficiency and/or the effectiveness of service delivery methods and procedures.
- Assigns, directs, and reviews the work of assigned personnel, including providing training, feedback, and direction, motivating employees, and conducting performance evaluations and disciplinary actions; assists in selection and promotion.
- Plans, schedules, and supervises operations relating to street and utilities maintenance and construction, including street and sidewalk cleaning, roadway signage and striping, right-of-ways, construction traffic control, vegetation and weed control in the right-of-way, drainage system and storm sewers.
- Plans, schedules and supervises operations relating to construction and maintenance of the City's water distribution and wastewater collection systems, including assisting with inspection of contracted services and capital improvement projects related to area of assignment.
- Plans, schedules and supervises operations relating to the central garage, including the purchase and maintenance of City owned vehicles and equipment; and ensuring regulatory compliance of all City owned vehicles and equipment.
- Develops, maintains, and enforces standard operating procedures, division safety programs and division emergency response programs, including providing training to staff on applicable local, state, and federal policies and practices; providing required certification programs; and conducting weekly and monthly safety meetings.
- Ensures maintenance of inventory and Material Safety Data Sheets (MSDS) for the proper use, storage and disposal of all chemicals, fuels and other hazardous substances Division staff may work with or around. Ensures MSDS' are readily available to Division staff and that Division staff have read and understand the information contained in them.

- Assists in the preparation of and administers the division budgets and applicable Capital Improvement Plan budgets.
- Manages division purchasing functions, including monitoring purchases and guidelines, establishing purchasing priorities, and preparing purchase orders and other related paperwork.
- Assists in preparing project specifications and bid documents; monitors and inspects contract projects; manages assigned capital projects.
- Assists in the development and maintenance of management and maintenance programs, including the Arcata Pavement Management Program and water/sewer field atlases.
- Serves as a liaison to other Public Works divisions, city departments, outside agencies, contractors, and others to coordinate activities and resolve issues related to assigned areas of responsibility.
- Provides staff assistance to the Director and Deputy Director, including preparing and presenting reports and correspondence; presenting reports to the City Council and other public meetings, responding to inquiries and complaints, and providing recommendations on project development, regulations, and activities pertaining to assigned area.
- Develops division strategies to remain current on industry trends, principles, practices and regulations, including attending meetings and workshops, review of industry publications, and coordination of regional training opportunities.
- Performs other related duties as assigned.

## **REQUIREMENTS**

**Knowledge of:** Federal, state, local and other regulations that apply to areas of responsibility; proper materials, tools, equipment and procedures required to safely and efficiently perform duties in area of responsibility; principles and practices of City street, wastewater collection, water distribution and storm drain systems; vehicle maintenance; traffic control procedures; traffic signage and street marking; principles and practices of employee supervision, including training, evaluating, and disciplining; principles and practices of budget development and administration; safety principles and practices; principles and procedures for record keeping, purchasing and inventory control; business mathematics; standard office computer software, including word processing, spreadsheets, database and electronic reporting programs.

**Ability to:** Read, understand, interpret and apply a wide variety of technical written materials, including legal requirements, regulations and safety materials and technical manuals; calculate cost estimates and determine quantities of material and personnel requirements; prepare and present accurate written/typed materials, including staff reports, work orders, requisition forms and other reports; communicate effectively, both orally and in writing; provide direct supervision to assigned staff; operate a personal computer including spreadsheet, records management, and word processing applications; prepare and administer assigned budgets; develop and maintain inventory systems; learn and apply industry information and technology; establish and maintain cooperative and effective working relationships with others contacted in the course of work.

### **ADDITIONAL REQUIREMENTS**

- A California Grade 2 Water Distribution Certificate is required; and a California Grade 3 Water Distribution Certificate must be obtained within twelve (12) months of hire for continued employment.
- Must Possess a Valid California Class C Driver's License.
- Must obtain 40 hour HAZWOPER Training certificate within 6 months of hire and maintain ongoing certificate requirements.
- Within six (6) months of hire, must establish residence allowing response to Corporation Yard within thirty (30) minutes of notification to report.
- Other certificate(s) or license(s) specific to functional area of assignment may be required.
- Must be willing and available to attend meetings after normal work hours and to travel for trainings and/or meetings as required.
- Must be willing and available to work extended and/or varying hours as necessary to complete duties, including responding to emergency calls on a 24-hour basis.

### **PHYSICAL REQUIREMENTS**

Work is generally performed in both a general office and field environment. Must be able to perform the physical aspects of the job, including sitting and standing for periods of time; lift, push, pull, and carry up to 50 lbs.; work at heights up to 15 feet; inspect City project sites, including traversing uneven terrain; operate a motor vehicle; operate a computer; hearing and speech to communicate in person and over the telephone; perform physical labor; work outside in varying weather conditions; work with and around solvents, fuels, compressed gases, toxic gases, strong odors, dust, pollen and heavy equipment.

### **EXPERIENCE AND TRAINING**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from high school supplemented by college level coursework in construction management, engineering or a related field, and at least four (4) years progressive experience in the construction, maintenance, and repair of applicable Public Works activities, including supervision/management experience.