



June 2023
FLSA: EXEMPT

PUBLIC WORKS MAINTENANCE SUPERINTENDENT

DEFINITION

Under general direction, plans, schedules, manages and supervises the programs and activities of the Wastewater, Water, or Streets and Lagoon Division of the Public Works Department; manages and develops outside contracts, vendors, and project budgets; assures regulatory compliance and economy in all programs; coordinates assigned activities with other City departments and outside agencies; provides responsible and technical staff assistance; and performs duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises direct supervision over maintenance staff.

CLASS CHARACTERISTICS

This classification is the supervisory class within the maintenance series that exercises independent judgment on diverse and specialized public works operation, maintenance, and repair functions with significant accountability and ongoing decision-making responsibilities associated with the work. Positions are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and providing support to assigned management staff in a variety of areas. This class is distinguished from the Maintenance Manager in that the latter has full management authority in planning, organizing, and directing the full scope of maintenance and operation functions within the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of staff assigned to the installation, maintenance, and repair of all City public works infrastructure including streets, medians, curbs, sidewalks, sewers, lagoons, water distribution system, street signs and lighting, and street painting/stripping; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Assists in the preparation of the division budget; prepares and submits budget for assigned program areas; monitors budget expenditures; prepares cost estimates for maintenance and repair activities.
- Plans and lays out maintenance work projects; monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in the bid process for maintenance and repair projects.
- Supervises the use and operation of tools, equipment, and vehicles; ensures that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedules service, repair, and replacement of tools and equipment.

- Inspects work in progress and completed work of assigned employees and contractors for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.
- Evaluates equipment for purchase and assists in the development of specifications; orders materials and supplies; approves orders of materials and supplies by other staff associated with program area.
- Coordinates assigned services and operations with those of other divisions and outside agencies.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, and files; ensures the proper documentation of operations and activities.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Coordinates activities in the event of emergency situations such as natural disasters, power failures, or mechanical failures.
- Performs the most complex public works maintenance duties and provides technical assistance to crews.
- Troubleshoots complex operational and maintenance problems; corrects or directs the correction and repair of operational and/or equipment problems.
- Maintains files, databases, and records related to public works maintenance and operations; prepares a variety of written reports, memoranda, and correspondence.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Ensures compliance with all health and safety program rules, procedures, and protocols; ensures subordinates follow safety policies in work methods and procedures; enforces proper safety precautions while working in dangerous situations; educates employees on rules, regulations, safe work habits and potential hazards presented by their work environment.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- Basic principles and practices of budget administration and monitoring.
- Principles, practices, equipment, tools, and materials of construction, maintenance, and repair of public works facilities, infrastructure, and systems.
- Principles of chemistry; pumps, motors, control systems.
- Business mathematics.
- Design drawing and specifications.
- Principles and procedures of record keeping.
- Occupational hazards and safety equipment and practices related to the work.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Perform the most complex maintenance and operations duties and operate related equipment safely and effectively.
- Research and evaluate new service delivery methods, procedures, and techniques.
- Organize, implement, and direct construction, maintenance, and operations activities.
- Prepare budget analysis, cost projections and cost-benefit analyses.
- Read, interpret, retrieve, and produce drawings, blueprints, maps, specifications, and wiring diagnostics.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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 completion of the twelfth (12th) grade supplemented by specialized training or coursework in construction trades, maintenance, horticulture, and/or supervision and five (5) years of increasingly responsible experience in public works maintenance and operations of which two (2) years should be in a lead capacity.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of one or more of the following depending on area of assignment:
 - California Water Environment Association Collections Maintenance Grade 3 Certificate;
 - Department of Public Health Grade D3 Water Distribution Operator Certificate.
- Qualified Applicator Certificate is desired.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights of up to 100 pounds on a frequent/occasional basis, in all cases with the use of proper equipment and/or assistance from other staff.

Employees must wear and use the proper Personal Protective Equipment (PPE).

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May provide twenty-four-hour standby service.