

**City of Imperial Beach
Position Description**

Title: Public Works Superintendent
Department: Public Works
Division: Mid-Management/Professional

GENERAL PURPOSE

Under administrative direction of the Public Works Director, plans, organizes, supervises and implements the public works activities of all divisions of the Department of Public Works; holds essential responsibility for the maintenance of public facilities and the protection of public liability; provides technical device on public works operations and maintenance; acts with a high degree of independence; develops methods and procedures to solve problems encountered; supervises the subordinate Public Works Supervisory divisional staff; and acts for the Public Works Director in his absence.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director.

SUPERVISION EXERCISED

Supervises incumbents in the Public Works Supervisor classification series (i.e. Fleet, Grounds & Facilities, Street, and Sewer) and other subordinate staff assigned to the Public Works Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervise City-wide programs for street maintenance, drainage system maintenance, building maintenance, landscape maintenance and pavement preservation; participate in the long-range planning of street, drainage, building, landscape and pavement projects; make periodic inspections of work in progress and upon completion to determine and implement safety procedures; prepare and maintain control over division budget and maintenance and operating costs; make recommendations to the Department Head; coordinate division activities with other City departments, outside agencies, contractors and utilities; prepare reports and maintain records as required; answer complaints and resolve problems of emergency matters; keep Department time reports and payroll records; supervise and evaluate subordinate personnel; supervise monthly staff training programs; and perform related duties as required.

PERIPHERAL DUTIES

Acts as an operational and supervisory officer of the Department. The employee is responsible to the Public Works Director relative to the efficient and effective administration of the public works function of the Department. Exercises supervision over Divisional supervisory and support staff, making assignments, setting priorities, and training and reviewing work. Responsible for preparing evaluations, recommending employment, and effectively recommending disciplinary action to the Department

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Director. The position maintains considerable independence in selection and development of work methods and procedures.

Under direction of Public Works Director, institutes programs or services to accomplish assignments in accordance with establishment Department goals and objectives. Develop methods and procedures and solves problems encountered using independent professional judgment; As assigned, may serve in the absence of the Public Works Director.

Accountability: The employee is accountable for the effective supervision of personnel and the quality of services directed. Both routine and unusual problems are handled by the Public Works Superintendent. While the general parameters of the job are defined, the employee is expected to select and put into effect work procedures and practices which will lead to the effective accomplishments of division goals.

Contacts and Relationships: Contacts are primarily with employees supervised for purposes of work review and Public Works Director for obtaining direction. There are also contacts with employees from other departments where employees respond to questions related to coordination of activities of the division. In addition, employee responds to citizen complaints regarding City activities in the public right-of-way.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Any combination of education and experience which demonstrates the ability to perform the duties of this classification. An example would be graduation from high school or G.E.D. supplemented with technical coursework in civil engineering and in public works construction; and at least five (5) years experience in municipal public works construction and maintenance work, including at least three (3) years in a supervisory or administrative capacity.

KNOWLEDGE OF

- Knowledge of the methods, materials and equipment involved in street, drainage systems, traffic signal, street lighting systems, grounds and tree trimming maintenance and repair.
- Characteristics and uses of asphalt, concrete and other paving materials.
- Computer inventory and record keeping activities.
- Development of reports on facility conditions and need for improvement projects.
- Cause and effect of pavement weathering and deterioration.

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- Review proposed plans to detect detrimental features and high maintenance costs.
- Ability to communicate effectively both orally and in writing;.
- Ability to establish and maintain effective relationships with the public, government officials; other City employees and contractors; and the ability to supervise maintenance staff.
- Provisions of Federal and state laws related to municipal public works administration and projects.
- Modern automated office methods, procedures and practices.
- Principles and practices of management, supervision and training.
- Methods, materials, equipment and standards for planning, scheduling and supervising sanitation sewers, storm drains and street improvement, building and landscape maintenance, and vehicle and equipment maintenance

ABILITY TO

- Plan, organize, supervise and maximize available resources to meet program and service goals
- Estimate project costs and carry out work programs
- Prepare and administer the budget and fiscal controls
- Train, supervise and evaluate the work of others
- Read and interpret engineering plans and specifications and to interpret them to others
- Understand and carry out oral and written instructions
- Prepare a variety of reports and presentations
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs
- Prepare, organize and maintain inspection field and office data, reports and systems; ability to perform required mathematical computations. Ability to effectively communicate complex technical information, orally and in writing, to contractors, developers, property owners, employees, consultants, other governmental agency representatives, City officials and the general public.

TOOLS AND EQUIPMENT USED

Typewriter, on-line personal computer, including word processing; spreadsheet and data base software; 10- key calculator; phone; copy machine; fax machine.

SPECIAL REQUIREMENTS

Possession of or ability to obtain, prior to employment, a valid Class C California Driver's License with a safe driving record. Must be physically capable of moving about on construction work sites.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and or move up to 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those of an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.