

# CITY OF PLYMOUTH

## PUBLIC WORKS SUPERINTENDENT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### DEFINITION:

Under direction, plans, manages, supervises, evaluates and participates in the work of crews responsible for a wide variety of skilled, semi-skilled and routine duties assigned to classes within the public work series, including constructing, repairing and maintaining City streets, parks, landscaping, pool and water, sewer and building facilities; ensures safe work practices, work quality and accuracy; maintains appropriate work records which may include time cards and work orders; serves as a technical resource for assigned work crews; performs other related duties as required.

### DISTINGUISHING CHARACTERISTICS:

The **Public Works Superintendent** is a management class within the Public Works series. Positions in this classification are responsible for managing, assigning and overseeing the work crews and performing maintenance activities. Incumbents are expected to perform the full scope of assigned duties. This classification is distinguished from the next lower classification of Public Works Supervisor by the performance of crew-leader level responsibilities on an on-going basis.

### SUPERVISION RECEIVED/EXERCISED:

Receives direction from the City Manager. Exercises direct and indirect supervision over assigned staff.

### ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Manages, supervises, evaluates and participates in the work of crews responsible for the maintenance, repair, construction and installation of maintaining City streets, parks, landscaping, pool, sewer and building facilities; develops and implements crew assignments; assists maintenance staff in troubleshooting and performing the more complex maintenance and repair activities.
- Develops schedules and methods for performing assigned duties; maintains appropriate work records and documents which may include work orders; prepares statistical and/or analytical reports on operations as necessary; plans, assigns and directs field construction; prepares and reviews location sketches for maintenance and repair projects.
- Assists with planning, directing and coordinating the Public Works Department's work plan through appropriate department staff; assigns work, activities and responsibilities to appropriate department personnel; reviews and evaluates work crew effectiveness and productivity; identifies and resolves problems and/or issues.

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- Assists in monitoring the condition of the City's infrastructure, including streets, sidewalks, gutters, buildings, equipment, storm drains, sewer collection, pool, and other related facilities and equipment for maintenance, repair and replacement.
- Serves as a resource for department personnel, City staff and other organizations; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of public works and relative service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries and complaints.
- Participates in the development of policies and procedures; helps create and implements programs, projects and work assignments; monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance with applicable rules, policies and procedures.
- Provides continuous "on call" services to the public.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; responds to questions and concerns from the general public; provides information as is appropriate and resolves public service complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

### **WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, grasping and making repetitive hand movement in the performance of daily duties. The need to lift, push and drag bags of cement and fertilizer, mowers and other equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot and cold. The incumbent may use pool and other cleaning chemicals and ingredients exposing the employee to fumes, dust and air contaminants which may cause eye and skin irritation. The nature of the work also requires the incumbent to climb unusual heights on ladders; use power, noise and vibrating producing tools and equipment, drive motorized vehicles and heavy equipment and work in heavy vehicle traffic conditions which subjects the employee to mechanical and electrical hazards.

**QUALIFICATIONS:**      *(The following are minimal qualifications necessary for entry into the classification)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Public Works Superintendent**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of broad and extensive experience in public works or related service delivery operations, including at least one year in a responsible management capacity, and a Bachelor's degree in civil engineering, construction, public administration, facility management or a related field is preferred.

**License/Certificate:**

Possession of a Class C California driver's license by date of appointment; Possession of a State of California Grade 1 Water Treatment Operator License is preferred.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

**Knowledge of:**

Practices, methods and materials used in general construction, grounds maintenance and general maintenance work; street, sewer, and other public works construction and maintenance disciplines; basic principles and practices of project design, cost estimating and management; operation, care and preventive maintenance techniques for heavy equipment and assigned power tools; methods, materials, tools and equipment associated with tree trimming, street, sewer, gutter, and sidewalk maintenance; irrigation systems; provisions of the California Vehicle Code and other ordinances and rules involved in safe automotive operation on City streets; occupational hazards and standard safety practices; methods and techniques of supervision, training and motivation.

**Ability to:**

Schedule and oversee the operations and activities of a work crew in the Public Works Department; assist in the development and administration sound departmental goals, objectives, policies and methods for evaluating achievement and performance levels; properly interpret and make decisions in accordance with laws, regulations and policies; analyze complex public works issues; evaluate alternatives and implement sound solutions; make adjustments to standard operating procedures as necessary to improve organizational effectiveness; oversee and perform skilled construction and maintenance tasks; read and interpret maps, sketches, drawings, specifications and technical manuals; keep accurate records; ensure safe working practices; work independently; facilitate group participation and consensus building; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications; safely and effectively operate a variety of maintenance, construction and heavy equipment, tools, materials and vehicles.