



CITY OF LEMON GROVE

Class Title: Public Works Superintendent
Department: Public Works

GENERAL PURPOSE

Responsible for providing the Public Works Director with skilled support in the planning, organization, administration, and operation of a comprehensive Public Works Division, including the operation and maintenance of streets, storm drains, traffic signals, street sweeping, sewers, grounds/parks, vehicles, and facilities; to provide technical assistance to Director relating to all public works infrastructure; may act when assigned in the capacity of the Director when Director is absent from the City; and to perform department related work as required and assigned.

SUPERVISION RECEIVED AND EXERCISED

This position works under the supervision of and reports directly to the Public Works Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Routine Duties

- Ability to solve emerging operation problems or dynamic concerns that arise typically and atypically in streets, grounds/parks maintenance, sewers, storm drains, traffic signals, vehicle maintenance, construction contracting, and facilities.
- Establish Public Works Operations goals and objectives in concert with Department and City goals;
- Coordinate and prioritize Division activities and collaborate effectively with Director;
- Conduct technical research and develop in-depth reports for submission and consideration by the Director;
- Collaborate and effectively communicate with local residents and businesses, general public, City departments, coworkers, community organizations, contractors, outside agencies, utilities, school districts, and other governmental to achieve City and Department goals;
- Work and support the Engineering Department on common projects designed to maintain or improve the City infrastructure;
- Perform research of a technical nature for recommendations to solve maintenance or operational problems;
- Develop, review, interpret, and implement policies, procedures, rules and regulations for effective management of the Division;
- Receive, research, and resolve complex public issues and complaints both orally and in writing;
- Lead in the development and administration of the annual Public Works budget and assist with capitol improvement program budgets, along with directing budgeted Public Works and special Department projects funded from within City resources and/or outside resources;
- Develop Division standards based upon research and the experience of similar work forces;
- Develop and administer contracts and bids for the Department;
- Administer maintenance and operation programs and to provide day-to-day policy oversight, implementation, and hands on work with streets, storm drains, traffic signals, street sweeping, sewers, grounds/parks, vehicles, and facilities;
- Supervise, train, and evaluate subordinate personnel;
- Develop, document, and maintain the City's safety programs as required by local, state and federal laws along with responding to all government agencies' requests for safety documentation, information, and program training and implementation;

- Develop and write technical teaching manuals for the City's safety and equipment operation programs along with training City employees on proper safety practices for a safe working environment;
- Respond to City emergencies 24 hours a day as required;
- Assists section managers and supervisors to identify training needs within Division/Department and to assist in writing, planning, organizing, and coordinating identified training needs;
- Provide input and design review for new and existing facilities and construction projects;
- Provide good internal and external customer service to ensure effective communication in relationship to job duties;
- Perform other duties as assigned.

Education and Experience

Any combination of training education and experience which demonstrates possession of the knowledge and abilities stated above and ability to perform the duties of the position. Typically, a qualifying candidate will have progressively responsible managerial experiences performing similarly responsible duties in the field of public services or works, including complex levels of operational experience in managing the operation and maintenance of streets, storm drains, traffic signals, street sweeping, sewers, grounds/parks, vehicles, and facilities; and

At least five years of full-time professional experience in civil engineering or public works or equivalent, with increasingly responsible planning and four years supervisory experience of line workers and supervisors.

Licenses or Certification

Possession of a valid Class C California driver's license and pesticide applicators license.

Necessary Knowledge of:

- Laws and regulations pertaining to public works contracting, repair and maintenance of a variety of public service areas of responsibilities;
- Civil engineering and construction principles and practices, particularly as applied to the field of municipal public works, including methods, terminology and techniques used in the maintenance and repair of streets, storm drains, traffic signals, street sweeping, sewers, grounds/parks, vehicles, and facilities;
- Principles and practices of public administration, including budget preparation and analysis and management of auditing techniques;
- Excellent written and oral communication skills are essential to succeed in this position;
- Excellent computer skills are necessary to carry out managerial and administrative duties, including, but not limited to, report preparation; the development and tracking of data for analysis and problem solving.

Ability to:

- Recognize the cause and effects of pavement weathering and deterioration;
- Write plans and specifications for equipment purchasing, construction projects, and contract services;
- Plan, organize, supervise and maximize available resources to meet program goals;
- Plan and prepare effective written reports and oral presentations;

- Maintain excellent record keeping and accurate files and documents for reference, research, and analysis;
- Manage, administer and provide leadership necessary to assist the Director in organizing Division and Department resources to accomplish annual goals and objectives;
- Analyze trends and develop long-range plans;
- Create, direct, and evaluate innovative Public Works programs based on analysis of community needs;
- Lead and manage work teams and foster a teamwork environment;
- Resolve conflicts and effectively administer a progressive discipline process;
- Adapt to a variety of new and constantly changing assignments.

TOOLS AND EQUIPMENT USED

- Heavy construction and maintenance equipment, including skip loader, roller, tow paver, tack distributor;
- Basic office equipment, including personal computers, facsimiles, and copier; telephone; pager; and/or mobile phone.

PHYSICAL DEMANDS

Requires lifting, pushing and/or pulling objects, normally does not exceed 50 pounds but depending on the work can exceed 50 pounds. Requires the mobility to stand, stoop, climb, reach, and bend; requires mobility of arms and dexterity of hands to perform competently on a personal computer and operating vehicles and heavy equipment. Requires vision (which may be corrected) to read small print often found on construction blueprints and other documents.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those 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.

- Works in outside weather conditions; exposed to wet and/or humid conditions;
- Works near moving mechanical parts/vibrations; works around vehicle traffic;
- Exposed to fumes or airborne particles, toxic or caustic chemicals;
- Incumbent is required to attend evening meetings and/or travel within and out of City boundaries to attend meetings and respond to emergencies 24 hours a day;
- Incumbent may be required to wear protective apparel including goggles, face protectors, aprons, shoes and oxygen breather apparatus in case of an emergency circumstance.

GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The list may not include all required duties. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved By City Council on: June 7, 2005