CITY OF ST. HELENA
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:

Plans, organizes, supervises, and implements the activities of the streets, storm drain, sewer collection, garage, buildings and grounds, and parks divisions of the Public Works Department with the support and guidance of the Public Works Manager. Exercises direct supervision over supporting staff in the those divisions of the Public Works Department. With the support and of the Public Works Manager provides technical guidance to those divisions, and performs a wide variety of administrative and supervisory duties; develops, implements and administers assigned program responsibilities, including the department’s safety program, budget preparation, financial management, reviews invoices, conducts research; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Public Works Superintendent reports to the Public Works Manager and is expected to be responsible for the overall assignment and supervision of crews engaged in construction, repair, and maintenance of streets, sewers, storm drain, garage, buildings, and landscaping/parks; to participate in assigned processes, procedures and programs; and to provide information and assistance to the public regarding assigned programs and services.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from Public Works Manager. Exercises direct supervision over public works staff in streets, storm drain, garage, sewer, buildings/facilities, and parks divisions, as well as indirect supervision to other supporting staff within the Public Works Department.

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

- Plans, supervises, and directs the programs, projects, operation activities of the streets, storm drain, garage, facilities, and parks divisions of the Public Works Department with the support of the Public Works Manager.
- Participate in Citywide programs for street, storm drain, garage, facilities/buildings, and landscape/park maintenance.
- Participate in long range planning for street, storm drain, garage, facilities/buildings, and landscape/park maintenance.
- Exercises responsibility for the proper organization and staffing of the assigned divisions.
- Participate in the establishment of division goals, strategies and priorities; develops and manages continuous improvement processes.
• Directly and/or through supporting staff, assigns work and provides direction to staff, evaluates staff performances, ensures desired staff performance levels are maintained, and participates in processing personnel actions.
• Ensures division operates in compliance with rules, regulations and policies; prepare reports and maintain records as required.
• Provide leadership and uses appropriate coaching, supervisory, and evaluation techniques to facilitate continuous improvement and employee development.
• Directly working with the Public Works Manager, participates in management of selection, training, and evaluation of personnel; establish and monitor employee performance objectives; and performance management.
• Participates in preparing evaluations and recommends promotions and disciplinary action to the Public Works Manager.
• Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, 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, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, this position works outdoors in all weather conditions, including wet, hot and cold. The individual may use cleaning and lubricating chemicals, pesticides or herbicides which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the individual to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

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. An example of obtaining the required qualifications is to possess five years of experience in municipal public works maintenance work, including two years in a supervisory or lead capacity; and a high school diploma or equivalent.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver’s license.

Certificates in the following areas highly desired:
• Arborist Certificate
• Playground Inspection Certificate
• Pesticide Certificate
• Grade 1 Collection Systems Maintenance

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

Knowledge of:

Modern principles, practices and methods of public works maintenance, supervision, program development and administration including streets, storm drain, garage/fleet, sewer collection, facilities/buildings, and landscape/parks/trees. Operating characteristics and safety requirements for operation of trucks, construction vehicles and other heavy and light equipment; defensive driving; computer inventory and record keeping activities. Facility condition assessment and reporting. Plan review for determining impact on maintenance activities and maintenance cost. Public administration policies and procedures; structure and organization of public sector agencies; principles and practices of public personnel administration; budget development and implementation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Oversee and participate in the management of multiple sections, work groups, and/or service areas within a comprehensive public works maintenance division. Select, supervise, train, and evaluate staff. Respond to after hours call-outs and reside within a reasonable distance from the downtown City area within three months of employment. Estimate costs and carry out work programs. Read and interpret engineering plans and specifications. Prepare, organize, and maintain inspection field and office data, and reports; perform required mathematical computations; effectively communicate technical information orally and in writing. Consult effectively with management, staff and the public; serve as a liaison between various public agencies; participate in developing and administering a budget; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Safely and effectively operate a variety of maintenance and construction equipment, tools and materials; operate an office computer and applicable software, including word processing and spreadsheet software.