



CITY OF LAKEPORT

PUBLIC WORKS SUPERINTENDENT

Job Description

DEFINITION

Responsible for the oversight of the divisions, programs, and operations within the Public Works Department including Parks Division, Public Works Division, and West Shore Pool. Prioritizes, plans, organizes, and supervises public works maintenance activities which include construction, repair and maintenance of streets, parks, storm drains, and City buildings and facilities.

CLASS CHARACTERISTICS

This position reports to the City Manager and is expected to exercise independent judgment, common sense, and initiative in establishing efficient and effective departmental operations consistent with City policies. The incumbent also functions as a member of the City's management team. The incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

ESSENTIAL FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Develops and implements goals, objectives, policies and priorities for the Public Works operations and assigns and manages priorities, work allocations and deadlines.

Performs the more difficult and complex maintenance duties including obtaining and reviewing bids.

Plans, organizes and supervises through division foremen, the installation, maintenance and repairs to streets, right-of-ways, parks, storm drains, water, and sewer systems, and facilities.

Evaluates service needs, equipment, and work methods; assists in developing comprehensive plans to satisfy future needs of department services; establishes and enforces operating and safety procedures; investigates service requests and complaints made by the public; as necessary, explains priorities, programs, and policies.

Evaluates service and equipment needs with available service vendors/ products; writes or reviews bid specifications; monitors contractor/ equipment performance; inspects work in progress to ensure compliance with City specifications.

Trains and evaluates employees; takes necessary disciplinary actions; assists in the selection of staff; inspects time cards for proper allocation of time.

May review plans and blueprints of proposed development to ensure compliance with City rules, policies and regulations; discusses development plans with engineering staff and public works inspectors.

Attends and participates in meetings and represents the City in all significant public relations matters related to Public Works maintenance functions.

Develops long-range and short-term public works maintenance objectives; prepares financial analysis and service objectives reports; develops plans to meet future service needs; prepares Department budget and controls expenditures of allocated funds.

Answers emergency calls from the public, other divisions, departments and agencies taking appropriate action such as placing barricades, removing fallen trees and limbs, replacing street signs and emergency patching of streets, water and sewer lines; operates light and heavy equipment in the construction, repair and maintenance of public work facilities.

QUALIFICATIONS GUIDELINES

Education and/or Experience

An Associate's degree in construction management, civil engineering, business or public administration preferred. Five years of increasingly responsible experience in public works maintenance and repair work, including two years in management also preferred. A combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance.

Knowledge, Skills, and Abilities

Thorough knowledge of the principles, practices, and techniques of facilities and public works maintenance including sewer, street, water, equipment maintenance; methods, techniques, and practices employed in public works design and construction, including methods, procedures, and materials; cost accounting; supervision and training principles and techniques; budgetary, work planning, and time/material cost estimation techniques.

Ability to communicate clearly and concisely, both orally and in writing; keep accurate records; analyze data and information and draw logical conclusions; select, train, supervise and evaluate employees; train personnel on unit activities, procedures and regulations; make decisions regarding operational and personnel functions; operate programs within allocated amounts; respond to emergency and problem situations in an effective manner; communicate effectively with a variety of personnel and establish/maintain effective working relationships; explain and apply policies and procedures; interpret and apply rules, regulations, legislation and policies; understand and follow verbal and written directions; use and care of a variety of tools, materials, and equipment common to public works maintenance; interpret and work from sketches, plans and blueprints and prepare plans for projects; plan, assign and inspect work of subordinates; prepare cost estimates for time, materials and equipment; operate a variety of public works maintenance equipment; respond to 24 hour emergency calls and take appropriate actions.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

Possession of or ability to obtain a Class B California driver's license with appropriate endorsements.

Possession of or ability to obtain a Class A California driver's license with appropriate endorsements may be required for some assignments.

Possession of or ability to obtain State of California Department of Motor Vehicles Certifications for Class B and A Employee Testing Program Training.

Receive satisfactory results from a background investigation, physical examination, drug testing and administrative screening which meet the established qualification standards.

PHYSICAL PROFILE:

CATEGORY III – HEAVY PHYSICAL EFFORT

DEFINITION

Positions in this category require exceptional physical ability with prolonged periods of heavy physical labor.

CHARACTERISTICS

Positions allocated in this category regularly perform heavy physical labor requiring ability to lift, push, pull, and move heavy objects or materials. This category is distinguished from the moderate physical effort category by the greater physical demand for strength and endurance placed on the incumbent. Heavy physical effort is required while performing such tasks as operating heavy equipment, pouring concrete, masonry work, or preparing soil for landscaping. Physical functions may vary from position, but always involve heavy physical exertion.

OTHER FACTORS

Climbing: Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs and/or hands and arms.

Reaching: Reaching above the shoulders to place and/or retrieve objects.

Walking: Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day.)

Standing: Ability to stand with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Agility: Ability to move quickly and easily often including the ability to crawl, stoop or bend.

Distant Vision, Acceptable for Driving: Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.

Temperatures: Works in temperature sufficiently high or low to cause marked bodily discomfort.

Chemical or Biological Agents: Regular contact with potentially harmful chemical or biological agents

Fumes: Potential inhalation or contact with smoke, vapors, dust or gasses.

Heavy Equipment: Operates various heavy equipment such as tractors, backhoes, graders, trucks, etc.

Power Equipment: Operates power tools or other machinery that are potentially hazardous.

Work Environment – Outdoors: Ability to work outdoors in all types of weather conditions.

Work Environment – Moving Objects: Ability to work around moving objects, machinery or vehicles.

Work Environment – Surfaces: Ability to walk on slippery or uneven surfaces.

Confined Space Entry: Ability to work in confined spaces using appropriate safety equipment

Heights: Ability to work on surfaces above 20 feet.

CLASS RANGE NO.	E3
FLSA	Exempt
ADOPTION DATE	3/29/12
REVISION DATE	
APPROVED BY:	