

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

PUBLIC WORKS SUPERINTENDENT

DEFINITION

Under general direction of the Department Head, the Public Works Superintendent manages the operations of the Building Maintenance, Street Maintenance, and Motor Vehicle (Fleet) subdivisions within the Maintenance Division of the Public Works Department; supervises, evaluates and participates in the work of the personnel responsible for the operations of the divisions; ensures safe work practices, work quality and accuracy; maintains appropriate work records which may include payroll and budget; serves as a technical resource for assigned work personnel; and performs related duties as required. The position is distinguished from the next lower classification of Public Works Supervisor by the responsibility for overseeing operations within all subdivisions of the Maintenance Division.

EXAMPLES OF DUTIES

Plans, coordinates, prioritizes, organizes, and directs building, street, and fleet maintenance and repair programs; coordinates project activities with other divisions and departments; establishes and schedules priorities of work projects; interprets and implements plans, specifications, and sketches; determines division personnel and equipment requirements; prepares annual budget requests, requisitions and utilizes material equipment and supplies necessary to maintain building, street, and fleet infrastructure and systems; establishes and administers a training program, including safety and technical aspects of work performed; oversees the proper maintenance and accountability of tools and equipment; prepares cost estimates, including labor and materials; maintains inventory control; solicits bids and prepares specifications for purchasing of supplies, equipment and materials; writes clear and comprehensive reports; establishes preventative maintenance programs for building, street, and fleet equipment and systems; contacts citizens in responding to and resolving complaints; prepares letters and written reports; uses computer databases to schedule work assignments and track accomplishments; May participate in organizational and community group meetings; responds to questions and inquiries; deploys emergency response crews; investigates and resolves complaints..

MINIMUM REQUIREMENTS

Knowledge of: Methods, tools, and materials, types and functions of equipment used in the construction, maintenance and repair of municipal buildings and facilities, streets,

JOB SPECIFICATION
PUBLIC WORKS SUPERINTENDENT (PAGE 2)

roads, storm drain systems, and motor vehicles; modern techniques used in street, motor vehicle and building maintenance/construction; elements of supervision including effectively maintaining a work environment that is free of discrimination and harassment; elements of work scheduling; fundamental budgetary procedure; managing accounts; labor and materials cost estimating for construction projects, operations and maintenance programs; standard safety procedures, including working practices and safety orders of the California Division of Industrial Safety; provisions of the California Vehicle Code as it applies to the loading and operation of motor vehicles; applicable Federal, State and local laws, codes and regulations; principles of public relations; letter and report writing technique; personnel management theory and techniques; personal computers including word processing, spreadsheet and database software applications.

Ability to: Plan, organize, direct and evaluate the work of division personnel; analyze and assess the needs of the community for public works maintenance services; develop, implement and measure goals and objectives and methods for evaluating achievement and performance levels utilizing computerized data and/or maintenance management systems; review organizational and administrative problems and recommend and implement an effective course of action; make adjustments to operating procedures as necessary to improve organizational effectiveness; analyze problems and make sound policy and procedural recommendations; communicate clearly and concisely, both orally and in writing; read and interpret construction plans and specifications; interact positively and cooperatively with co-workers, respond politely to customers, work as a team member; function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis and in emergencies when required.

Experience: Five years of increasingly responsible management experience in Public Works or Public Administration involving significant supervisory responsibilities in utilities operations and maintenance or other related field.

Education: Graduation from high school or equivalent and Associates of Arts degree in related field required. Full time supervisory experience in excess of four years may be substituted for the college education requirement.

License: Possession of a valid Class C California Driver's License.

R: 6/22/09