

CITY OF SAN CARLOS
ADOPTED CC: 8/23/04
REVISED CC: 05/24/2010
REVISED CC: 9/9/13
REVISED CC: 03/24/14
REVISED CC: 07/10/17

FLSA Status: Exempt
At-Will

PUBLIC WORKS SUPERINTENDENT

DEFINITION

Under general direction this position plans and organizes the operations and maintenance activities for the Public Works Maintenance Division including the City's streets, storm drains, wastewater collection facilities, fleet, facilities, parks, and open space. This position also directs facility maintenance activities for City Hall, Library, Adult Community Center, Youth Center, Corporation Yard, Kiwanis building, and Laureola Park building. This position works cooperatively with the City Engineer to ensure maintenance needs are included in Capital Improvement Projects.

SUPERVISION EXERCISED AND RECEIVED

General direction is received from the Director of Public Works. Exercises direct and indirect supervision over the Assistant Public Works Superintendent, technical, field, and office support staff, contractors and volunteers.

ESSENTIAL AND IMPORTANT DUTIES

- Develop and implement goals, objectives, policies and priorities for the Public Works Maintenance operations, assigns and manages work, and monitors deadlines.
- Analyze and evaluate present and future needs for maintenance programs and services.
- Research trends, and assess public works needs to predict needed changes for the future.
- Plan, organize, direct, supervise, review and evaluate Public Works Maintenance services and operations for maximum productivity and efficiency.
- Give instructions on proper work procedures, resolve work problems and interpret administrative policies, and determine the best approach to accomplish work objectives.
- Guide subordinate personnel toward implementation of best practices, and provide encouragement and direction.
- Evaluates performance of subordinate staff by completing the City's performance evaluation form. Reviews completed evaluations with the Assistant Public Works Superintendent before meeting with the evaluated employee.
- Make recommendations on budgetary needs, prepare budget requests and monitor authorized revenues, expenditures and review cost saving alternatives.
- Develop and implement systems for optimal effectiveness of the Corporation Yard.
- Coordinate activities with other City departments, community partners, and outside agencies.
- Attend and present oral and written presentations at meetings as needed, including City Council, Transportation & Circulation Commission, Parks, and Recreation & Culture Commission.
- Manage all aspects of selection and administration of maintenance contracts.

- Perform regular inspections of all field work. Document and advise Director of significant findings.
- Prepare written and oral communications.
- Supervise the overall use and maintenance of the CMMS system and be familiar with a variety of reports and records.
- Manage all personnel matters including hiring, assigning work, supervision, training, evaluation, and personnel actions including discipline.
- Implement Best Management Practices (BMPs) to comply with all requirements of the NPDES permit. Attend all scheduled meetings and prepare all monthly, quarterly and annual reports required by NPDES permit.
- Implement a departmental safety training program in compliance with State and Federal law.
- Ensure that the City is in continuing compliance with applicable laws and regulations, such as EEOC, SB 198, and the Americans with Disabilities Act.
- Promote a positive work environment. Provide direct, positive, and responsive feedback, as appropriate, and quickly respond to staff inquiries.
- Review operational records, field and equipment inspections, and assign vehicles to programs.
- Review equipment maintenance records, prepare recommendations for replacement of equipment as necessary.
- Determine the need for materials and equipment and prepare specifications/requisitions.
- Ensure proper use of all equipment, materials, and chemicals, application of herbicides and pesticides by subordinate employees.
- Provide input on selection of Capital Improvement Projects based on maintenance records.
- Respond to the public's concerns, problems or complaints in a timely manner, maintaining a positive customer service philosophy that strives to improve safety, security and accessibility.
- May be assigned to act as Public Works Director in the Director's absence.
- Serves as coordinator of special projects as assigned by Director.

OTHER DUTIES

- Oversee the Public Works Maintenance division's emergency preparedness program and supervise staff in emergency situations.
- Oversees the City's role in the San Mateo County Public Works Mutual Aid Agreement to ensure that equipment and resources are ready if needed.
- Perform other duties and responsibilities as assigned.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of current methods, techniques, principles and practices of public administration and local government operations for public works maintenance functions; principles of organization, administration, budget, financial and personnel management; purchasing procedures and inventory techniques; principals and procedures of emergency response preparedness; safety practices and procedures including occupational hazards and standard safety precautions; safe driving principles and practices; basic knowledge of heating, ventilation and air conditioning systems; Integrated Pest Management (IPM) theory and practices; agronomic theory and practices; possess a stewardship philosophy towards ecosystem management; terms and techniques used in managing a variety of equipment and equipment repair systems and corporation yard operations; construction equipment; operating characteristics of a variety of heavy equipment; laws, ordinances and procedures related to municipal, county, regional, state and federal government.

Ability to select, supervise, train and evaluate subordinate personnel; communicate clearly and concisely, both orally and in writing; establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work; prepare, maintain and interpret records and reports; evaluate operations and problems, recommend and implement efficiency and productivity improvements; prepare or assist with preparation and administration of the departmental budget including purchasing; attend public meetings and explain and promote division programs and policies.

Skills to operate office equipment including computer systems; operate a motor vehicle safely; innovate and institute positive operational changes.

EDUCATION AND TRAINING

High School diploma or GED; Sufficient education and experience to satisfactorily perform the duties of this classification. A typical qualifying background would be five years of increasing responsibility in administrative work involving significant supervisory responsibilities and extensive training in maintenance operations. College coursework in engineering or construction related subjects is highly desirable; participation in professional organizations such as Maintenance Supervisors Association or American Public Works Association or other related training classes or programs is also highly desirable.

SPECIAL REQUIREMENTS

Position requires prolonged sitting, standing, walking, kneeling, squatting, and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, the incumbent in this position may work outdoors in all weather conditions, including wet, hot, and cold. The nature of the work also requires the incumbent to drive motorized vehicles to visit site locations. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds is also required.

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

LICENSES, CERTIFICATES AND REGISTRATION

Possession of a valid Class C California driver's license issued by the State Department of Motor Vehicles.