

**FLSA Status: Exempt**

## **PUBLIC WORKS ASSISTANT SUPERINTENDENT**

### **DEFINITION**

Under general direction from the Public Works Superintendent, this position is responsible for leading and directing the work of Senior Maintenance Workers and Maintenance Worker crews. This classification may also direct the more complex and difficult tasks in the maintenance and repair of the City's streets, storm drains, wastewater collection facilities, facilities, parks, and open space

### **SUPERVISION EXERCISED AND RECEIVED**

Directly and indirectly supervises the work of Senior Maintenance Workers, Maintenance Workers and maintenance contractors. Receives direct supervision from the Public Works Superintendent. May serve as acting Public Works Superintendent in his/her absence. This classification is distinguished from the next higher classification of Public Works Superintendent in that the latter has overall administrative responsibility for the Public Works maintenance operations.

### **ESSENTIAL AND IMPORTANT DUTIES**

- Directly and indirectly supervises the work of the Senior Maintenance Workers and Maintenance Workers, including the determination of work procedures and materials and methods.
- Assists workers with special projects and in solving work problems, enforcing City regulations and policies, and requiring the performance of assigned tasks at a productive and efficient work pace.
- Ensures that the work schedules, developed in association with the Public Works Superintendent, are effectively implemented and adhered to. Monitors the quality and quantity of the work of employees by reviewing progress to determine if maintenance schedules are being met. Identifies problems in the quantity and quality of work and takes prompt and effective corrective action, if appropriate.
- Monitors the attendance of maintenance staff and ensures no scheduling conflicts exist prior to recommending approval of time off requests.
- Establishes emergency maintenance on-call schedule, and posts and distributes emergency telephone numbers.
- Assists the Public Works Superintendent in evaluating performance of subordinate staff. Reviews evaluations with the Public Works Superintendent for his/her approval.
- Implements safety programs for equipment use and ensures proper safety training. Trains all personnel on the safe, effective operation of equipment. When new equipment is introduced, trains maintenance staff on the safe, effective operations of the equipment prior to authorizing use of the equipment. Conducts tailgate safety classes. Organizes and conducts department's safety training program and serves as an active participant of the City Safety Committee. Writes codes of safe work practices.

- Administers the work furlough program, assigns projects, and completes all related documentation and reports.
- Identifies, and recommends to Public Works Superintendent, better methods for meeting service demands through streamlining and improving work methods, and tests possible improvements.
- Develops responsibility and teamwork among maintenance staff by ensuring that each person understands his/her work responsibilities. Encourages communication and feedback with and among employees.
- Motivates employees by providing recognition and a sense of achievement when a job is well done. Helps staff learn new skills to enhance their career growth and address areas which require improvement.
- Maintains thorough knowledge of department emergency procedures. Assists in the operation of the City's Emergency Operations Center.
- Purchases necessary supplies and equipment for the Public Works Division. Maintains accurate records of purchases.
- May supervise department staff in the absence of the Public Works Superintendent.
- Performs frequent and thorough field inspections. Writes reports on findings and submits them to the Public Works Superintendent.
- Responds promptly and effectively to citizen inquiries and complaints.
- Provides direct supervision and guidance to maintenance contractors.
- Assists in the preparation of the work programs and budget requests.
- Assists crews with solving problems encountered during performance of their job duties in the field.

### **OTHER DUTIES**

- Oversee and monitor division's emergency preparedness program and inform staff of responsibilities in event of emergency.
- Perform related duties and responsibilities as assigned.

### **JOB-RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge** of functions, qualities and characteristics of materials and supplies used to maintain public works facilities and equipment. Proper operation of vehicles, including light and medium 2-axle dump trucks, heavy equipment; proper safety precautions and techniques; practices and procedures, terms and techniques used in managing a variety of equipment and equipment repair systems and corporation yard operations; automotive and construction equipment; operating and repair characteristics of a variety of heavy equipment; laws, ordinances and procedures related to municipal public works.

**Ability** to provide instruction and guidance to maintenance workers. Read, write and speak clearly in order to communicate effectively with subordinates and the public; comprehend and accurately follow oral and written instructions; count; perform heavy and physically demanding work for lengthy, continuous periods of time. Learn, use and retain knowledge of department policies and procedures. Ability to establish, maintain and foster cooperative working relations with others contacted in the course of work; foster team work within the department. Guide and evaluate the work of maintenance crews and diagnose problems as they impact maintenance.

**Skills** to safely drive light and medium-size trucks; accurately prepare and maintain records; perform essential job duties.

### **EDUCATION AND TRAINING**

Sufficient education and experience to satisfactorily perform the duties of this classification. A typical qualifying background would be graduation from high school and three years of supervisory work experience in municipal public works divisions.

### **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. 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.