

## **PUBLIC WORKS SUPERINTENDENT**

### **DEFINITION**

Under administrative direction, to direct, manage, supervise, and coordinate functions and program areas of the Public Works Department, as assigned; to coordinate assigned activities with other divisions, departments, and outside agencies; to provide highly responsible and complex administrative support to the Public Works Director; and to do related work as required. As assigned, this position may serve as the designated operator in charge of the Water System. Serves as Disaster Service Worker. FLSA Status: Exempt. Bargaining Group: Mid-Management Unit.

### **DISTINGUISHING CHARACTERISTICS**

This classification is a mid-management classification and represents the Public Works Director in delegated areas. The incumbent is accountable for assisting in formulating policy, developing goals and objectives, supervising staff, administering the budget, and directing the day-to-day operations of assigned divisions comprising the Public Works Department. Assignments allow for a high degree of administrative discretion in their execution and work standards in addition to furthering City goals and objectives.

### **REPORTS TO**

Public Works Director, or as assigned.

### **CLASSIFICATIONS SUPERVISED**

The Public Works Superintendent exercises direct supervision over management, supervisory, professional, technical, maintenance, and administrative support staff as assigned.

### **ESSENTIAL FUNCTIONS**

Assists the Public Works Director in managing and directing the Public Works Department; assists in developing department goals and objectives; assists in the development and implementation of policies and procedures; plans, directs, coordinates, and reviews the work plan for assigned staff and assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems; recommends appointment of personnel; trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures as required; oversees and participates in the development and administration of the assigned divisions' annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments; assists in the preparation of the City's Capital Improvement Program as related to water,

wastewater, streets, parks, buildings, fleet, and storm drainage facilities and appurtenances, as assigned; administers contracts for consulting, construction, or other services as necessary; conducts a variety of organizational studies, investigations, and operational studies; prepares agenda reports; responds to and resolves difficult and sensitive citizen inquiries and complaints; and builds and maintains positive working relationships with the City Manager, Department Directors, Mayor, City Council, co-workers, other City employees, and the public using principles of good customer service. May be assigned to serve as the City's Public Works Regulatory Compliance Officer.

**TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; occasionally stoop, bend, kneel, crouch, reach, and twist; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; ability to communicate effectively both verbally and in writing; use of office equipment including computer, telephone, calculator, copiers, and FAX.

**TYPICAL WORKING CONDITIONS**

Work is performed in an office environment and outdoors in varying temperatures and weather conditions; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and mechanical and electrical hazards; frequent contact with staff and the public.

**MINIMUM QUALIFICATIONS****Knowledge of:**

- Pertinent local, state, and federal rules, regulations, and laws.
- Methods, equipment, materials, and techniques used in public works maintenance, repair, and construction of public works facilities.
- Maintenance, operation, and utilization of public works equipment.
- Safe work practices in the construction, maintenance, and operation of wastewater, streets, and storm drain systems.
- Principles and practices of program development and administration.
- Principles of public works planning and development.
- Principles and practices of municipal budget development, administration, and expenditure control.
- Time, materials, and cost estimating for maintenance and construction projects.
- Principles and practices of contract management.
- Use of computers and computer applications in professional public works services and operations.
- Principles and practices of business correspondence and report writing.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Principles and practices of supervision, training, and employee evaluation.

**Ability to:**

- Participate in the management of assigned programs and functions of the Public Works Department.
- Organize, direct, and oversee a variety of services, projects, and programs.
- Oversee, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate personnel.
- Interpret and explain Department policies and procedures.
- Provide a variety of consultation to City elected officials, management, and staff.
- Prepare and administer a budget.
- Review and interpret cost estimates.
- Gather, organize, and analyze data, preparing a variety of reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Use a computer and appropriate software in performing public works administrative responsibilities.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships.

**Training and Experience:**

Any combination equivalent to experience and education that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way would be:

- Five (5) years of increasingly responsible experience in a public works environment including two (2) years of management responsibility.

**Education:**

- Graduation from an accredited college or university with a bachelor's degree in public administration, business administration, physical sciences, or a closely related field.

**License:**

- Possession of a valid California driver's license.
- Possession of a valid California Commercial Class "B" driver's license with appropriate endorsements is preferred.

**SPECIAL REQUIREMENTS**

- Possession of appropriate certification in water distribution, water treatment, or wastewater collection systems.
- May be required to obtain additional certifications relevant to the position as required by the City and/or the State of California.
- Possession of valid first aid and CPR certification.

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