



## CITY OF RANCHO SANTA MARGARITA JOB DESCRIPTION

### Public Works Superintendent

#### **DEFINITION**

Under minimal supervision of the Public Works Director/City Engineer, the Public Works Superintendent plans, organizes, coordinates and oversees the activities and operations of the Maintenance Division of the Public Works Department. Incumbent will be responsible for coordinating maintenance of City owned, leased and rented buildings, facilities, streets, landscapes, open space, trails, and storm drains and other City-maintained infrastructure and facilities; conducts inspections of public works construction and private development projects; administers a variety of public works related contracts and agreements; coordinates Department activities with other Departments, outside agencies and the public. The Public Works Superintendent provides highly responsive support to the Public Works Director/City Engineer and performs related work as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

This is the senior classification in the maintenance series and is at the mid-management level. The Public Works Superintendent is responsible for coordinating the maintenance of City owned, leased or rented buildings, facilities, and infrastructure including streets, sidewalks, curbs, gutters, storm drain and all other City-maintained infrastructure and facilities. The incumbent must possess both administrative expertise in contract management and technical expertise in the maintenance, repair and inspection of facilities, projects and infrastructure systems. The Public Works Superintendent uses considerable independent judgment and discretion in the performance of duties and requires a significant level of technical expertise. This classification is distinguished from all classifications in the engineering series by the narrow focus on maintenance of facilities rather than the design and construction of facilities. It is distinguished from the Public Works Director/City Engineer in that the Director has overall management responsibility for all Department operations, establishing Department goals and objectives and implements policy from the City Council. It is distinguished from the Public Works Inspector in that the Public Works Superintendent exercises oversight of all maintenance functions and supervisory duties.

## **ESSENTIAL DUTIES**

The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions consistent with business needs and position qualifications.

- Oversees all aspects of the maintenance program for City owned, leased or rented infrastructure including buildings and associated equipment, streets, bridges, traffic signals, storm drain, sidewalks, curbs/gutters, storm drains, parks, trails, and open space areas.
- Inspects City owned, leased or rented facilities and infrastructure on a regular and ongoing basis, develops cost estimates and makes recommendations for repair, and implements repairs; develops and maintains deferred maintenance lists, recommends strategies for repair and maintenance; develops and maintains a multiyear repair and replacement schedule for City owned, leased or rented facilities, equipment and infrastructure.
- Oversees fleet maintenance activities of City owned, leased or rented vehicles and mobile equipment.
- Maintains a complete inventory of and records on City owned, leased or rented buildings, facilities and infrastructure including location, use, age, work completed, equipment lists, and other pertinent maintenance information.
- Maintains complete, thorough and accurate daily logs, inspection reports, maintenance records, warranty information and all related documentation according to City and Department policies and procedures.
- Researches and provides assistance and information to staff and the public; responds to inquiries from contractors, developers, property owners, staff and general public related to Public Works Department functions and activities.
- Researches and prepares a variety of reports, correspondence, City Council Agenda reports, technical memoranda, cost estimates and status reports related to maintenance of City owned, leased or rented facilities, infrastructure and equipment.

- Inspects construction work done under encroachment, grading and other City issued permits and private development work.
- Conducts constructability reviews for street improvement projects.
- Ensures compliance with Federal, State, and local laws, rules, and related public works and maintenance standards of City owned, leased or rented buildings, equipment, facilities and infrastructure on City property or within City Right of Way.
- Assists in coordinating, prioritizing and implementing City maintenance activities with the Director of Public Works/City Engineer, other City Departments, outside agencies, homeowners associations in a timely and efficient manner; acts as liaison for Public Works Department.
- Investigates problems and performs investigations; thoroughly documents problems and prepares complete, accurate and comprehensive reports.
- Receives, investigates and responds to problems and complaints from the community in a professional and tactful manner.
- Responds to and assists in coordinating emergency response to Public Works related incidents such as building or infrastructure damage, major system failures, earthquakes, flooding, storm damage, manmade incidents, and traffic accidents; participates in disaster preparedness training and exercises.
- Manages and oversees a variety of contracts and agreements; monitors vendors for compliance with contract terms and conditions.
- Drafts Requests for Proposals for maintenance services agreements; develops bid specifications, reviews proposals, negotiates contract terms; monitors selected vendors for compliance with contract terms and conditions.
- Participates in the development and administration of the Maintenance Division annual budget; monitors and approves expenditures; prepares check requests and purchase requisitions.
- Supervises assigned staff; trains, motivates and evaluates staff, works with employees to correct deficiencies; implements discipline.

- Develops, implements and administers goals, objectives, policies and procedures of assigned programs
- Establishes, maintains and fosters positive and harmonious working relationships with City staff and all those contacted in the course of work.
- Perform related duties and responsibilities as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, and methods of local government operations related to modern and complex public works and maintenance operations.
- Policies, procedures, equipment, materials, and supplies related to construction, maintenance and repair of City facilities and infrastructure including buildings, streets, pavements, sidewalks, curbs, gutters, parks, trails and storm drains.
- Trades and practices related to the maintenance, repair, construction, alteration and general upkeep of City building, facilities and related fixtures and equipment, including but not limited to carpentry, painting, electrical, and plumbing,
- Pertinent Federal, State and local laws, codes, rules, regulations and standards related to construction and maintenance including CEQA, NPDES, Streets & Highways Code, Public Contracts Code, MUTCD, and WATCH manual.
- Safety principles and practices used in municipal maintenance programs.
- General principles of risk management related to maintenance and repair.
- Basic principles of budget development, administration, and tracking.
- Caltrans Traffic and Design manuals, the MUTCD, Watch handbook, and modern traffic control practices.
- Fleet management (vehicles, mobile equipment) practices and principles.

- Basic knowledge of civil engineering principles, practices, terminology and materials.
- Contract management and administration including development of specifications, vendor selection, change orders, and performance management.
- Principles and practices of supervision including motivation, performance management and discipline.
- Modern office procedure methods and computer equipment including personal hardware/software (word processing, spreadsheets, databases, etc., and other specialized public works software).
- Techniques for providing a high level of customer services by effectively dealing with the public, vendors, contractors, and City staff.
- Principles of business letter and report writing; proper English language usage, spelling, punctuation, and grammar.

**Ability to:**

- Monitor and manage a variety of concurrent projects and assignments.
- Prioritize assignments and meet established deadlines.
- Prepare comprehensive, accurate and well documented reports.
- Assess situations, identify and analyze problems, identify alternatives and successfully implement selected solution.
- Analyze, understand, explain, apply and enforce complex Federal, State and local laws, rules, regulations and standards.
- Read and interpret plans, specifications, contracts, diagrams, and blueprints used in the design and maintenance of City facilities and infrastructure.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.

- Detect and locate faulty workmanship and materials and determine appropriate remedies.
- Inspect assigned areas for a wide variety of maintenance, repair, safety and risk management issues.
- Work nights, weekends, and holidays as needed; attend meetings, trainings and other functions outside regular working hours.
- Respond to emergency situations or public works related incidents that require immediate attention 24 hours per day/7 days per week as necessary.
- Communicate clearly and concisely, both orally, and in writing.
- Establish and maintain effective working relationships with those contacted in the course of duty.
- Use tact, initiative, and appropriate judgment within established policy, procedural and legal guidelines.
- Understand and carry out oral and written instructions.
- Communicate complex technical information, orally, and in writing to contractors, developers, property owners, employees, consultants, other government agency representatives, City officials and the general public.
- Operate a personal computer, use productivity and specialized software, including word processing, spreadsheets, and geographical information systems.
- Operate a motor vehicle safely; operate assigned tools and equipment safely.

**Training and Experience:**

Any combination equivalent to experience and training that provides the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

Completion of Bachelors Degree from an accredited college or university with a major in construction management, civil engineering or closely related field; and

At least four (4) years of increasingly responsible professional experience in public works maintenance and repair work, including experience in contract management and at least one (1) year of supervisory experience.

**Licenses:**

Possession and maintenance of a valid California Driver's License and a safe driving record is required.

Trade and industry certifications, relating to public works, are also desirable.

**Physical Standards:**

***Physical & Sensory Elements:*** The sensory demands of the job typically require speaking, hearing, touching and seeing. This is a mixed sedentary office and field classification. Standing in work areas, walking between work areas and traveling to offsite work areas is required. Employee is frequently required to communicate with others, use a telephone and work on a personal computer. Close vision for reading and working on a visual display terminal screen and the ability to focus on small objects is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter or calculator and to operate standard office equipment. Positions in this classification traverse uneven surfaces, climb ladders, access roofs, bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification may be required to operate tools and equipment such as ladders, tape measures, drills, wrenches, screwdrivers, and other hand or power tools. Positions in this classification occasionally lift, operate and carry tools, equipment, reports and records that typically weigh up to 50 pounds.

***Environmental Elements:*** Employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employee will be required to regularly travel to project locations in

the field to inspect construction and project or maintenance sites to interact with the public, to observe engineering related concerns. Exposure to moving mechanical parts, construction related equipment and noise, traffic, fumes, weather (sun, rain, etc) and airborne particles in the field will occur. Employees will be required to travel to other locations and attend meetings. Employees will interact with upset contractors, residents, staff and/or public and private representatives in interpreting and enforcing policies and procedures.

### **Tools and Equipment:**

Personal computer, including word processing, spreadsheet, electronic calendar, presentation and specialized engineering software programs; telephone, fax, copier, postage machine and other modern office equipment as necessary. Various hand and power tools and engineering field equipment including but not limited to camera, video camera, tape measures, pavement marking tools, wrenches, screwdrivers, drills, and vehicle/pedestrian counters.

### **SELECTION GUIDELINES**

All selection guidelines for this position are subject to City Council determination, and may include a formal City application, rating of education and experience, oral interview, and reference check. Job-related tests may also be required. Successful completion of a background review, including fingerprinting, may be required. Selected candidate will be required to provide written identification showing entitlement to legal residence in the United States.

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

*Note: All employees of the City of Rancho Santa Margarita are designated to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employee's normal work assignments and may continue through the recovery phase of the emergency. (Per City Ordinance 03-04)*

**FLSA Status:** Exempt

**Classification Status:** This is an "At Will" classification and not included in "Competitive Service" as defined in Section 2.04.040 of the Rancho Santa Margarita Municipal Code. Employment can be terminated with or without cause or notice at any time by either City or employee.

**Approval Date:** June 10, 2015