

## CITY OF COVINA

### PUBLIC WORKS SUPERINTENDENT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general direction, supervises, assigns and evaluates the work of staff engaged in the maintenance, repair and construction of streets and water facilities, including the City's pumping facilities and pressure system; assumes administrative and management responsibilities for the Street and Water divisions in the Public Works Department; performs inspections of ongoing public works projects to ensure compliance with standards; ensures safe work practices, work quality and accuracy; serves as a technical resource for assigned work crews and the Public Works Manager; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The Public Works Superintendent is a supervisory level class responsible for assigning and supervising the work of crews engaged in construction, repair, and maintenance work of streets and water facilities. This classification is distinguished from the next higher classification of Public Works Manager in that the latter serves as acting Department Head in the Director's absence and oversees and supervises the Equipment Services and Administrative Support divisions.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the Director of Public Works. Exercises direct and indirect supervision over assigned staff.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Plans, assigns, supervises, and monitors the work of crews and contractors responsible for the construction, repair and maintenance of City streets and water facilities.
- Assists in the administration of the Department's budgets; oversees and completes the preparation, submission and implementation of all budgets for the Water and Street divisions; prepares and/or reviews contracts, agreements, resolutions, ordinances, and bid documents for assigned divisions; assists in monitoring the approved budget; coordinates with outside vendors for various supplies and services; requisitions and orders needed materials, parts and equipment.
- Prepares budget and scheduling estimates on assigned projects; obtains a thorough knowledge and understanding of applicable construction plans, contracts and documents; establishes budget goals for applicable maintenance projects as required; prepares preliminary plans for future expansion of the water system as it relates to storage facilities, source and supply, pumping, and well equipment.
- Participates in the selection, training, and evaluation of personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates disciplinary procedures as is appropriate.

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- Oversees the operation of the City's pumping facilities and pressure system; makes recommendations on matters of general policy; organizes and participates in overall city operation functions.
- Recommends water rate adjustments; maintains complete records of the water system infrastructure; provides coordination of water utility division programs and projects; oversees and monitors vendors contracts to produce and/or transport water to the City's water distribution system; ensures that the City receives the water due to the City in accord with relating agreements and other authorizations.
- Recommends and assists in the development and upkeep of short and long-range maintenance schedules for streets and water facilities; oversees the operation of annual street slurry and maintenance programs; oversees the annual curb, gutter and sidewalk replacement program.
- Responds to the more difficult questions and concerns from the general public, contractors, vendors, and outside agencies; provides information as is appropriate and resolves public service or operational complaints; establishes and maintains a customer service orientation within assigned divisions.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, need to lift, drag and push files, paper and documents weighing up to 25 pounds is required.

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

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Public Works Superintendent**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of increasingly responsible experience in public works, including two years as a supervisor, and a bachelor's degree in public administration or a related field.

#### **License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

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### **Knowledge of:**

Modern practices, techniques and materials used in maintenance, construction, repair and operation of water facilities and streets; contract negotiation and administration; principles and practices of program and budget development, administration and evaluation; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

### **Ability to:**

Supervise and direct the operations and activities of the Water and Street divisions; estimate time, materials and equipment needed to complete projects; read and understand plans and specifications; develop and administer a budget; supervise and participate in the establishment of division and/or department goals, objectives and methods for evaluating achievement and performance levels; negotiate and oversee contracts; coordinate and conduct training programs for staff; respond to issues and concerns from the community; plan, organize, train, evaluate and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

### **Skill to:**

Operate an office computer and a variety of word processing and software applications.