CHIEF PUBLIC WORKS SUPERINTENDENT

DEFINITION
Under the direction of the Public Works Director, manages field operations within the Public Works Department by managing multiple sections and divisions, work groups, and/or service areas.

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
• Responsible for managing multiple divisions and sections, work groups, and/or service areas including maintenance and repair services involving: streets, alleys, sidewalks, curbs and gutters; sewer lines; storm drains; water meter reading and replacement; and water line gate valves and fire hydrants; facilities repair/construction, water distribution, refuse and maintenance functions and program areas to ensure a high level of maintenance of city light and heavy transportation, construction, mechanical and emergency equipment;
• Oversees and administers the daily operations of the building maintenance and street maintenance sections in compliance with guidelines, requirements, and regulations;
• Prepares and administers budgets and monitors expenditures; recommends the purchase of equipment and assists in the development of equipment specifications;
• Develops and implements policies, procedures, goals and objectives for assigned Divisions.
• Monitors requests for maintenance services from City staff;
• Oversees facility operations programs including energy conservation facility repairs and maintenance and ADA compliance;
• Prepares contracts, selects bidders, and monitors the completion of contracted maintenance projects and related services;
• Supervises safety programs for assigned sections and work groups to develop and implement action plans for safety programs;
• Assigns work activities, projects, programs and reviews and evaluates work products, methods, and procedures;
• Selects, trains, motivates, and evaluates and works with employees to correct deficiencies;

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
• Knowledgeable of quality public works maintenance and management methods and techniques, best practice budgeting and purchasing processes and procedures,
• Skilled in managing, delegating and evaluating work, prioritizing and scheduling division activities, providing and following oral and written instructions, and in establishing and maintaining productive working relationships with all levels of staff;
• Ability to effectively communicate verbally and in writing in English and to perform essential duties with limited supervision
• Proficient in the use of personal computer hardware and software to Word, Excel, PowerPoint and Outlook and other industry related hardware and software.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Standard office setting with some travel from site to site, exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain. Must be able to lift up to 50lbs.

QUALIFICATIONS
Bachelor’s degree from an accredited college or university AND seven (7) years of performing progressively responsible functions in street maintenance, facilities repair and maintenance, and fleet maintenance and repair including three (3) years at a management level. License or Certificate - Must possess at the time of application and maintain a valid California Drivers License. Possession of an appropriate certifications as required.