

## **SUPERINTENDENT OF PUBLIC WORKS**

### **DEFINITION**

Reports to the City Manager. Under direction, to plan, organize, and direct the operation of the Maintenance Division of the Department of Public Works; and to do related work as required.

### **EXAMPLES OF DUTIES**

Organizes and directs the activities involved in the maintenance of municipal buildings and structures, including the providing of custodial service to various municipal facilities; procures, manages and maintains the City's vehicular fleet, and directs public works activities such as street sweeping, rubbish pick-up, and the maintenance of streets, storm drains, and sanitary sewers; procures supplies, materials and equipment used by the division, develops priorities; coordinates the work of the division with other divisions and departments; researches new methods and equipment; maintains safe work practices and environment; develops employees through formalized training and other means. May be required to work shifts, weekends and/or holidays.

### **MINIMUM QUALIFICATIONS**

Knowledge of - Principals and practices used in building, equipment and public works construction and maintenance; materials and equipment used in public works and building construction; municipal operations in California; budgeting principals and techniques, principals of administration, supervision and management.

Ability to - Coordinate the work of crews involved in a wide range of activities; prepare budget estimates and operate in accordance with an approved budget; plan, assign, direct, and coordinate the work of field crews and get them to work together effectively; maintain effective public relations with administrative personnel, public officials public agencies, contractors, and members of the public; identify general building problems typically encountered and make necessary plans for corrective action; lay out and direct the work of building maintenance personnel; read and interpret building plans and specifications; estimate labor and material costs for building maintenance projects; maintain operating records and prepare clear report; establish and maintain effective and cooperative working relations with employees, departments served and other officials.

Experience - Five years of experience in a supervisory or administrative capacity in public works maintenance.

Licenses - Possession of an unrestricted Class C (Class B desirable) Operator's License issued by the California Department of Motor Vehicles at the time of appointment and thereafter.