



## **OPERATIONS & MAINTENANCE SUPERINTENDENT**

### **DEFINITION**

To plan, direct, and supervise field and internal service maintenance division activities including streets, electrical, sign and markings, fleet, and facility maintenance.

### **SUPERVISION RECEIVED AND EXERCISED**

General direction is provided by the Public Works Director. Responsibilities include direct and indirect supervision of staff. Exercises discretion and independent judgment with respect to assigned duties. The work of this class involves substantial leadership, responsibility and decision-making.

### **EXAMPLES OF DUTIES**

The following are typical illustrations of duties encompassed by the job class, but are not an all-inclusive or limiting list:

### **ESSENTIAL JOB FUNCTIONS**

Plan, organize and direct activities of the Public Works Operations and Maintenance Divisions providing the public works maintenance and operations functional oversight pertaining to streets, electrical services, signs and markings, and fleet and facility maintenance; as assigned.

- Participate in the planning, organizing, coordinating, supervising, and evaluating of programs, plans, services, staffing, equipment, and infrastructure of the Public Works Department.
- Assist in the development and implementation of goals, objectives, policies, procedures, schedules, and work standards for various operating groups within the Public Works Department.
- Participate in the preparation and administration of the annual Operations and Maintenance Budget for assigned program areas.
- Participate in the development and implementation of an efficient Capital Improvement Program; provide input for project budget requirements and recommendations to adequately fund said program.
- Participate in the selection, negotiation and administration of consultant contracts to implement the Capital Improvement Program and other work as needed to maintain quality streets, fleet, facility, and associated systems.
- Research and analyze complex problems, evaluate varied information and data, and exercise sound independent judgment within established guidelines.
- Coordinate maintenance service programs with other City Departments and with

outside agencies.

- May serve as staff liaison on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
- May attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of assigned responsibilities.
- Oversee and participate in providing customer service to internal and external customers; respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Establish and maintain effective working relationships while providing for the evaluation, training, and professional development of assigned staff. Work cooperatively with others.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that employee must be present to work on staffing, facilities and equipment impacting the public's health and safety.

## **OTHER JOB FUNCTIONS**

- Interpret City policies and procedures, draft City policies and procedures as appropriate
- Update Department policies and procedures as assigned
- Lead assigned teams to ensure consistency, results and accountability.
- Prepare Council reports and departmental studies in areas of responsibility. May make presentations before the City Council, the public, and/or Boards and Commissions related to areas of responsibility
- Plan and direct safety and training programs for the various work activities assigned.
- Ensure the adherence to safe work practices by assigned staff. Performs roles/duties 'Working Out of Class' as needed/assigned.
- Coordinate and schedule work to be performed with other divisions and departments.
- Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and methods, including goal setting, program development, scheduling and implementation, budget preparation and administration, employee supervision, and contract evaluation and administration.
- Current principles, practices, methodology, equipment, tools, materials, and techniques of municipal public works maintenance and operations, including streets, fleet maintenance, building maintenance, electrical, signs and markings, and basic

underground utilities/wastewater treatment.

- Applicable local, State, and Federal laws and regulations related to streets, fleet maintenance, building maintenance, electrical, signs and markings, and underground utility services location.
- Principles and practices related to the activities and functions of municipal government.
- Principles and practices of project management, administration, and coordination.
- Principles and practices of leadership, motivation, team building, conflict resolution, training, and performance evaluation.
- Safety principles, practices, and procedures.
- Operation and programs of a personal computer.

**Skill to:**

- Plan, organize and administer comprehensive public works office and field activities with in-house and contract personnel.
- Develop, interpret and implement applicable Department policies in fields of responsibility.
- Analyze complex problems, evaluate alternatives, and implement creative but sound alternatives.
- Manage, direct, coordinate, and evaluate the work of assigned personnel.
- Prepare and present clear, concise, and competent reports, both orally and in writing.
- Establish and maintain cooperative working relationships with co-workers and those contacted in the course of work.

**Ability to:**

- Oversee and participate in the management of multiple Divisions, work groups, and/or service areas within a comprehensive Public Works Department.
- Oversee, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned areas of responsibility.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Participate in the preparation of, and administer, program budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and make/implement recommendations in support of City/Council/Departmental goals.
- Analyze and take appropriate action to correct construction and functional faults in

equipment, buildings, streets and incidental fittings and attachments in all assigned areas of responsibility.

- Learn and apply computer hardware and software, including SCADA systems, to enhance electrical and field operation and maintenance.
- Oversee and participate in the compilation of data, maintenance of records and files, and the preparation of clear and concise administrative and financial reports.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Understand the organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.
- Ensure adherence to established safety rules, regulations and guidelines.
- Oversee and participate in the provision of a high level of customer service to internal and external customers.
- Respond to requests and inquiries from the general public; tactfully and courteously represent Public Works and assigned areas of responsibilities during public contacts.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work flexible hours to attend Council meetings, citizen groups, and other meetings/events/presentations/training/conferences as needed.

**Minimum Education and Experience:**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:**

A Bachelor's (BA/BS) degree from an accredited college or university with major course work in construction technology, engineering, business or public administration, or a related field is desirable. An Associate of Arts (AA) with at least two years of experience in management/leadership position in appropriate disciplines will be considered.

**Experience:**

Six (6) years of verifiable administrative experience including four (4) years of verifiable mid-management or supervisory experience in Public Works activities related to street maintenance, electrical maintenance, signs and markings, fleet and facility operations and maintenance, and/or utility infrastructure maintenance.

**License or Certificate:**

Required upon hire, possession of a valid California Driver's License.

**SPECIAL CONDITIONS**

Incumbents of this class may be required to work unusual hours in emergency situations

and to be available on an "on call" basis.

## **ADA COMPLIANCE**

**Physical Ability:** Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

**Heavy Work:** Exerting in excess of 50 pounds of force very occasionally, and/or in excess of 20 pounds of force frequently, and/or in excess of 10 pounds of force constantly to move objects.

### **Other Requirements:**

**Sensory Requirements:** Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

**Environmental Factors:** May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.