



City of Woodland

## INFRASTRUCTURE OPERATIONS AND MAINTENANCE SUPERINTENDENT

### DEFINITION

To plan, organize, supervise and review the programs and activities in one of the Infrastructure Operations & Maintenance Branches: Right-of-Way including street maintenance, signs & markings, tree maintenance, and electrical maintenance or Utilities including water production and distribution, storm drainage and sewer collections.

### SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Deputy Director of Public Works, Operations and Maintenance or designee. Responsibilities include direct and indirect supervision of staff. Exercises discretion and independent judgment with respect to assigned duties.

### EXAMPLES OF DUTIES

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

### ESSENTIAL JOB FUNCTIONS

Plan, prioritize, assign, supervise, and review the work of staff for infrastructure operations, maintenance and repair work including street resurfacing, repairing and patching; traffic control signs and striping; street lights and traffic signals; sidewalk, curb, and gutter removal and replacement; tree trimming and removal; weed control; storm drain maintenance; water and sewer line installation and repair; and freshwater well operation. Develop and implement goals, objectives, policies, procedures, schedules, and work standards for assigned program areas. Participate in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for needed personnel, supplies, materials and equipment; monitor and control expenditures. Evaluate operations and activities of assigned programs; recommends improvements and modifications; prepares various reports on operations and activities; and develops new programs related to areas of responsibility. Answer questions and provides information to the public; investigates complaints and take corrective action as necessary to resolve complaints. Establish and maintain effective working relationships while providing for the evaluation and training of assigned staff. Regular and consistent attendance.

## **OTHER JOB FUNCTIONS**

Ensure the adherence to safe work practices by assigned staff. Work cooperatively with others. Coordinate maintenance service programs with other City departments and divisions and with outside agencies. Perform other and related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Methods, materials, and procedures used in the maintenance and repair of public works facilities. Regulations, codes and restrictions related to assigned program areas. Principles of organization, administration, budget, and personnel management. Safety principles, practices, procedures and precautions necessary for maintenance work. Practical elements of civil engineering as they relate to maintenance and repair of public works infrastructure. Operations and programs of a personal computer.

### **Skill to:**

Plan, assign and implement a comprehensive program of maintenance and repair work for public works infrastructure. Evaluate operations, procedures and policies, and recommend improvements. Supervise, train and evaluate subordinates. Establish and maintain cooperative working relationships with co-workers and those contacted in the course of work. Operate computers and related software. Familiarity with maintenance management software.

### **Ability to:**

Conduct studies, prepare comprehensive reports and determine cost effective ways for constructing and maintaining public works infrastructure. Communicate clearly and concisely, orally and in writing and using computerized presentation materials.

### **Minimum Education and Experience:**

#### **Education :**

Associate's Degree from an accredited college or university with major coursework in engineering, construction management, business or public administration or a closely related field. Bachelor's degree is highly desirable.

#### **Experience:**

Four years of increasingly responsible public works experience in the assigned area of responsibility (utilities or right-of-way) or closely related field, including at least two years in a supervisory capacity.

#### **License or Certificate:**

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

**Council Action:** July 18, 2006