

CITY OF REDWOOD CITY PUBLIC WORKS SUPERINTENDENT

DEFINITION

Under general direction of the Department Head, this position directs the activities of a major operating division (Customer Support, Fleet & Municipal Services Center Management, Utilities Operation & Right-of-Way Maintenance) in the Public Works Services Department. The incumbent may be assigned by the Department Head to any one of the designated functions within this classification.

Plans, organizes, and directs the operations and maintenance activities for designated function.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Department Head.

Responsibilities include direct and indirect supervision of supervisory, technical, and office personnel for assigned division.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

1. Develop and implement goals, objectives, policies, and priorities.
2. Plan, organize, direct, supervise, review, and evaluate operations and assigned projects for assigned division.
3. Approve and direct implementation of specific activities, projects, plans, and procedures prepared by staff.
4. Give instructions in proper work procedures, resolve work problems, interpret administrative policies, and determine the best approach to accomplish work objectives.
5. Make recommendations on budgetary needs, prepare budget requests, and monitor authorized expenditures.
6. Requisition supplies and equipment as needed.
7. Develop and implement systems and procedures.
8. Coordinate division activities with other City departments and divisions and with outside agencies, and respond to citizen inquiries.
9. Prepare written and oral reports and supervise the maintenance of a variety of records and reports.

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10. Select, supervise, train, and evaluate subordinates, including the equitable execution of the disciplinary procedures.
11. Develop and coordinate supervisory and technical training and development programs.
12. Implement an ongoing Health, Safety, and Wellness program.
13. Ensure that the City is in continuing compliance with applicable laws and regulations, such as, but not limited to EEOC, SB198, and ADA.

ADDITIONAL EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Customer Support

14. Through subordinates, direct staff in the daily operations of meter-reading, data and accounts management, water conservation, and USA marking services.
15. Plan, schedule, prepare, supervise, and monitor the departmental budget.
16. Supervision and implementation of the Urban Water Management Plan (UWMP). Plan requires implementation of action steps in the event a water emergency is declared, and implementation of the Best Management Practices in water conservation.
17. Purchase equipment and supplies as needed.
18. Evaluate and prepare utility rates, revenue plans, and fund performance reports for Department Head, City Manager, and City Council approval and implementation.
19. Represent Department on both County and City-Wide committees. Interacting and networking with agencies to ensure regulatory compliance on programs.
20. Department Safety Officer implementing SB198 guidelines. Maintaining safety logs, coordinating safety meetings, and scheduling safety training.
21. Ensure compliance with applicable Federal, State, and County regulations.
22. Coordinate and assist with the Department's Worker's Compensation Program. To include accident review and the processing of workers' compensation documents.

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Fleet and Municipal Services Center Management

23. Through subordinates, directs staff of skilled and semi-skilled personnel in the maintenance and repair of automotive and heavy equipment and provide oversight management of the City Warehouse and mail services functions as well as the Municipal Services Center (MSC).
24. Assign vehicles to operating programs, analyze level of usage and appropriate fleet size, develop efficient methods of equipment utilization, and manage rents and leases of vehicles and equipment.
25. Direct the development of cost accounting methods for adaptation to electronic data processing.
26. Establish maintenance and work standards.
27. Review operational records, mileage and maintenance records, and field inspects equipment.
28. Determine the need for materials, supplies, and equipment and prepare specifications as necessary.
29. Perform studies and make recommendations regarding equipment rentals and rates.
30. Purchase equipment and supplies as needed.

Utilities Operations and Maintenance

31. Through subordinates, direct staff in the operation and maintenance of systems such as sanitary sewers, storm sewers, pumping systems, water distribution, and customer services.
32. Plan, schedule, supervise, and monitor projects in the upgrading and maintenance of City utility systems.
33. Review plans and specifications for facilities improvement and maintenance projects in close coordination with the City Engineer.
34. Purchase equipment and supplies as needed.
35. Evaluate and prepare utility rates and revenue plans for Department Head, City Manager, and City Council approval and implementation.
36. Identify strategies and prepare long range systems improvement plans including budget forecasts.

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37. Direct and monitor customer service functions and programs, such as Water Conservation.
38. Ensure compliance with applicable Federal, State, and County regulations.

Right-of-Way Maintenance

39. Through subordinates, direct staff in maintenance areas such as streets and parking lots maintenance, street cleaning, traffic control maintenance, street light maintenance, sidewalk replacement and repair, and street tree maintenance.
40. Evaluate operations in designated areas; develop programs to implement orderly maintenance and operation of City equipment, materials, tools, and vehicles.
41. Plan, supervise, and monitor projects in the upgrading and maintenance of City streets and rights-of-way.
42. Review plans and specifications for facilities improvement and maintenance projects in close coordination with the City Engineer.

OTHER JOB RELATED DUTIES

1. Assume the duties and responsibilities of the Department Head in his/her absence, as assigned.
2. May serve as staff support to various commissions, boards, and committees.
3. Develop, test, and monitor division's emergency preparedness.
4. Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Contemporary methods, techniques, principles, and practices of public administration and local government operations for designated function. Principles of organization, administration, budget, financial, and personnel management.

Principles and procedures of project management systems.

Purchasing procedures and inventory techniques.

Principles and procedures of emergency response preparedness.

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Safety practices and procedures including occupational hazards and standard safety precautions.

Safe driving principles and practices.

Cost control techniques and purchasing procedures.

Applied computerization/automation.

Ability to:

Select, supervise, train, and evaluate subordinate personnel.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those supervised and contacted in the course of work.

Plan, communicate, delegate, and monitor a variety of concurrent projects.

Prepare, maintain, and interpret records and reports.

Evaluate operations and problems, recommend and implement efficiency and productivity improvements.

Prepare or assist with preparation and administration of a departmental budget including purchasing.

Attend public meetings to explain and promote department programs and policies.

Skill to:

Operate contemporary office equipment including computer systems.

Operate a motor vehicle safely.

License or Certificate:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

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OTHER JOB RELATED AND ESSENTIAL QUALIFICATIONS

Customer Support

Knowledge of:

Principles and practices of public works administration as applied to the construction and maintenance of public works utilities and facilities; technical inspection services, plan review, and customer service/education program.

Principles, methods, and practices of municipal finance, budgeting, accounting, and personnel management.

Research techniques, methods, and procedures and report presentation.

Computer use and techniques.

Proper interpretation and decision-making in accordance with laws, rules, and policies.

The methods and techniques of potable water treatment and distribution, and of the plant and equipment used in such work.

Purchasing procedures and inventory techniques.

Principles and procedures of emergency response preparedness.

Safety practices and procedures including occupational hazards and standard safety precautions.

Applied computerization/automation.

The principles and practices of municipal project management systems.

Principles and application of Best Management Practices, benchmarking, performance measures, and customer surveys.

Ability to:

Manage professional, managerial, and clerical staff as well as technical and skilled workers.

Develop and administer systems required to sustain a large, complex organization.

Experience and Training Guidelines:

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

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Experience:

Four years of increasingly responsible management experience in public works or utilities operations and maintenance or related field.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in public or business administration, management, or a related field.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with some ability to travel to different locations.

Fleet and Municipal Services Center Management

Knowledge of:

Practices and procedures, terms and techniques used in managing a variety of equipment and equipment repair systems and warehouse operations.

Internal combustion engines, automotive and construction equipment, diesel engines and automotive transmissions, automotive record keeping practices.

Methods, practices, materials and tools of the automotive mechanic trade.

Operating and repair characteristics of a variety of heavy equipment.

Laws, ordinances, and procedures related to municipal public works.

Evaluating and making repair estimates for structures, equipment, and contemporary materials.

Equipment purchasing and acquisition practices and methods, including vehicle/equipment specifications and replacement factors.

Equipment maintenance record keeping systems, including their application in automated management information systems.

Current development and trends in the equipment facilities and systems maintenance industry and the project management field.

Ability to:

Develop a comprehensive equipment maintenance program.

Diagnose defects and repair a variety of heavy automotive equipment.

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PUBLIC WORKS SUPERINTENDENT (*Continued*)**

Develop and review equipment and vehicle specifications.

Prepare and monitor a comprehensive fleet services budget.

Develop and implement through consensus long range improvement plans for City facilities.

Experience and Training Guidelines:

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

Experience:

Four years of significant management experience in a large fleet operation and/or a public works organization.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in public or business administration, fleet management, or a related field.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with ability to drive to different sites; some exposure to noise, the outdoors, and mechanical hazards.

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Utilities Operations and Maintenance

Knowledge of:

Principles and practices of civil engineering and public works administration as applied to the construction and maintenance of public works facilities, technical inspection services, plan review, and other areas.

Materials, equipment, procedures, and practices used in the design, construction, operation, maintenance, and repair of a municipal water distribution system, sanitary sewer collection system, and storm drainage system.

The methods and techniques of waste water disposal and treatment and of the plant and equipment used in such work.

The methods and techniques of potable water treatment and distribution, and of the plant and equipment used in such work.

The proper methods of maintaining related hydraulic and electrical equipment.

The methods and techniques associated with NPDES (National Pollution Discharge Elimination System) regulations and the treatment of storm water runoff.

Waste water treatment process.

Sewer line maintenance, equipment, methods, and materials.

The trades and crafts utilized in utility and street construction and maintenance work.

The principles and practices of municipal project management systems.

Ability to:

Develop and administer a comprehensive utilities operation and maintenance program.

Experience and Training Guidelines:

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

**CITY OF REDWOOD CITY
PUBLIC WORKS SUPERINTENDENT (*Continued*)**

Experience:

Four years of increasingly responsible management experience in public works or utilities operations and maintenance in local government.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in public or business administration, management or a related field.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with some ability to travel to different locations.

Right-of-Way Maintenance

Knowledge of:

Principles, practices, trades, and crafts used in streets and parking lot maintenance, street cleaning, sidewalk maintenance and repair, traffic control, and street tree maintenance.

Basic organization and administration of municipal urban forest programs and maintenance programs, such as landscaping, horticultural, and arboricultural practices.

Techniques, materials, and equipment used in roadway maintenance systems, general street construction, maintenance, repair work, and safety practices.

Ability to:

Develop a comprehensive right-of-way maintenance program.

Perform professional arboricultural work and provide technical advice to street tree contractual maintenance crews.

Oversee the survey and inspection of City streets to determine planting requirements and selection of trees.

Coordinate work of the division with related City departments, private contractors, and other public agencies.

Settle other than routine complaints from property owners.

Experience and Training Guidelines:

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

Experience:

Four years of increasingly responsible management experience in positions in public works, parks, or forestry organizations.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in forestry, arboricultural or civil engineering, or a related field.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with ability to travel to different locations.

License or Certificates:

Certified Arborist certificate.

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**ADA
DOCUMENT OF ESSENTIAL DUTIES**

1. SDE	15. SDE	29. SAE
2. SDE	16. SAE	30. SAE
3. SDE	17. SAE	31. SDE
4. SDE	18. SAE	32. SDE
5. MME	19. SDE	33. SAE
6. OAE	20. SDE	34. SAE
7. SAE	21. OME	35. SAE
8. MDE	22.	36. SDE
9. OAE	23. SDE	37. SDE
10. SDE	24. SME	38. OME
11. OAE	25. OAE	39. SDE
12. OWE	26. OAE	40. OAE
13. OME	27. ODE	41. SDE
14. SDE	28. SAE	42. SDE

**DOCUMENTATION SCALES AND CODES
FOR ESSENTIAL DUTIES**

Time Spent:

S	Significant	10% of day, week, or month
M	Moderate	5-9%
O	Occasional	Less than 5%

Frequency:

D	Daily
W	Weekly
M	Monthly
A	As needed

Supervisor/Manager Review:

E	Major focus of job/position
NE	Minor (can easily be assigned to another position)

Effective Date: December, 1995

Bargaining Group: Redwood City Management Employees' Association