CITY OF SANTA CRUZ
PUBLIC WORKS OPERATIONS SUPERINTENDENT

Reports to: Public Works Operations Manager
Supervises: Supervisory, technical and maintenance classes, as assigned.
Bargaining Unit: Management

DEFINITION:

Under direction, plans, coordinates, directs, supervises and evaluates maintenance and construction crews for the Public Works Operations Division; oversees programs and operations associated with assigned activities, including the street and sidewalk maintenance, flood control, and sanitary sewer activities of the Public Works Department; plans work programs, supervises employees, assists with the development and control of budgets, and develops and implements policies and procedures for assigned activities; coordinates and manages the City's after hours emergency response program for Public Works and Parks Department staff; and, performs other related work as assigned.

DISTINGUISHING CHARACTERISTICS:

The **Public Works Operations Superintendent** is responsible for supervising and coordinating a variety of public works maintenance functions, managing related budgets, performing mid- and long-range planning, and coordinating work with other agencies and regulatory agencies. Incumbents supervise supervisory, technical and maintenance staff, and manage special projects within and across divisions. This position is distinguished from the higher level Public Works Operations Manager in that the latter has overall management responsibility for all maintenance services activities within the Operations Division. This position is distinguished from lower level maintenance supervisor positions by the former's responsibility for the management and coordination of several diverse public works activities.

TYPICAL DUTIES *(May include, but are not limited to, the following):*

- Plans, organizes, supervises and directs the work of field crews involved in street and sidewalk construction, maintenance and repair; provides management oversight and direction to the sanitary sewer and flood control activities.
- Develops and implements effective work programs, techniques and procedures for assigned activities; develops, directs and implements safety programs; plans, directs and delivers training programs; coordinates employee selection; reviews or prepares performance evaluations; and, assists subordinate supervisors in resolving technical problems and disciplinary issues.
- Monitors construction and maintenance projects to ensure timely and cost efficient completion; maintains standards for materials and construction; regularly inspects work in progress and provides technical direction as needed; troubleshoots and develops solutions for complex technical problems.
- Coordinates sanitary sewer, flood control, street and sidewalk maintenance and construction projects with the engineering division, other City departments, independent contractors, local, state and federal agencies, utility companies and customers.
- Assists the Public Works Operations Manager with establishment of division performance goals, long-range planning and budget development; performs special projects as assigned.

- Develops and enforces field operations' policies, procedures, work standards and rules, ensuring compliance with Citywide policies and procedures.
- Implements and manages computerized maintenance management programs; generates and evaluates work performance reports to improve effectiveness of operations.
- Assists in the preparation of budget proposals; monitors and controls approved activity and capital improvement project budgets.
- Manages the Public Works and Parks Departments' after hours emergency response program; coordinates and monitors activities of participating staff members; schedules and conducts training; communicates with Risk Manager regarding losses that occur after hours; performs related administrative tasks, including billing of property owners.
- Ensures compliance with National Pollution Discharge Elimination System (N.P.D.E.S.) regulations, and coordinates annual reporting.
- Plans for existing and future equipment and facility needs; makes recommendations for the purchase of equipment and services; writes specifications or requests for proposals; secures and evaluates bids; administers contracts for materials and services.
- Oversees or assists in the negotiation of contracts; monitors and administers contracts to ensure compliance with City policies and timely completion of projects.
- Responds to emergency situations concerning the sanitary sewer, flood control, street and sidewalk systems.
- Maintains effective record keeping systems; prepares technical and administrative reports and correspondence for department director, advisory bodies, City Manager, City Council and others.
- Receives, investigates and responds to the more complex inquiries and complaints regarding assigned activities; resolves technical and operational problems.
- Meets with various local, state and federal agencies, public and private organizations, vendors, contractors, citizens and community groups.

ENVIRONMENTAL AND WORKING CONDITIONS:

Position requires: prolonged sitting; standing and walking on level, uneven and slippery surfaces; reaching, twisting, turning, kneeling, bending, stooping, squatting in the performance of daily duties. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Near vision is required when reading plans, written reports and other documents, and far vision is required when inspecting work sites. Acute hearing is required when providing phone and personal service. The job duties expose the employee to the outdoors, which may include exposure to fumes, dust, allergens, and air contaminants. The nature of the work may also require the incumbent to occasionally work in construction zones and heavy traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS:

Education and Experience:

Any combination of education and experience that has provided the required knowledge, skills and abilities may be qualifying. A typical way of obtaining the required qualifications is to possess:

- High school graduation or G.E.D. and three years of increasingly responsible experience as a supervisor of public works activities.

Licenses/Certificates:

- Possession at time of hire and continued maintenance of a valid California Class C driver's license and a safe driving record.
- Possession and continued maintenance of a Grade 1 Wastewater Collection System certificate issued by the California Water Environment Association (C.W.E.A.) within eighteen months of hire.

KNOWLEDGE/SKILLS/ABILITIES:

Working knowledge of:

- the methods and techniques related to planning and administering public works field programs and projects, and the applicable engineering standards.
- the materials, methods, tools and equipment used in the construction and maintenance of public works facility and/or utility systems, such as street systems, sidewalks, sanitary sewer systems, flood control systems or fleet maintenance.
- the principles and practices of employee supervision, motivation, training, and appraisal.
- work related safety requirements and practices.

Some knowledge of:

- principles of capital project planning and management.
- methods and techniques of budget monitoring and control.

Ability to:

- plan, organize, manage, direct and coordinate public works activities.
- effectively plan, organize, direct, supervise, train, and review the work of staff.
- provide leadership, motivate staff, and resolve disputes.
- develop and implement effective work schedules and productivity measures.
- prepare written reports and correspondence.
- develop and control operational and project budgets.
- research and analyze operational and technical issues and develop appropriate recommendations for action.
- assist with the development of long-range plans and programs.
- interpret, apply and explain laws, regulations, standards, policies and procedures.
- communicate clearly and concisely, both orally and in writing.
- develop and maintain accurate record keeping systems.
- use computer programs for information and maintenance management.
- establish and maintain effective working relationships with those contacted in the course of work, including City staff, contractors, regulatory agency personnel, other public and private agencies and organizations, the public.

DESIRABLE QUALIFICATIONS

- College level coursework in public administration, civil engineering, or a related field.
- Knowledge of the functions and proper operation of sanitary and flood control motors, pumps and controls.

- Experience related to each of the following public works activities: street systems, sidewalks, and sanitary sewer systems.
- Advanced C.W.E.A. certification in Waste Water Collection, Electrical/Instrumentation, Industrial Waste Treatment Plant Operation, and/or Mechanical Technology.

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