



City of Larkspur SUPERINTENDENT OF PUBLIC WORKS OPERATIONS

DEFINITION

Under general direction, the Superintendent of Public Works Operations provides a full range of management oversight of the operations of the Maintenance Division of the Public Works Department. Activities include maintenance of the City's streets, alleys, sidewalks, curbs, gutters, street lights, traffic signals, drainage systems, flood control channel, street signs, landscaped medians, right-of-ways, and parks as well as street painting, graffiti eradication, street sweeping, and tree trimming activities and operations. The Superintendent is responsible for preparing budgets and acquiring resources, planning work activities, supervising staff and coordinating activities with other units, outside agencies, and the general public; and providing highly responsible and complex staff assistance to the Director of Public Works.

DISTINGUISHING CHARACTERISTICS

This is a management position. Incumbents in this class independently perform the full scope of maintenance program development and management work, and develop and implement administrative activities in support of the functional areas of assignment. Incumbents are expected to exercise initiative and good judgment in developing and implementing operational policies, developing effective work processes and solving operational problems.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the Director of Public Works. The incumbent provides supervision to staff assigned to the maintenance operation, and may provide direction to other Department staff as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(include but are not limited to the following)*

- Directs, coordinates, and reviews the work plan for assigned Public Works Maintenance Unit services and activities; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
- Participates in the development and implementation of Public Works Department goals, objectives, policies, and priorities; recommends and implements resulting policies and procedures.
- Directs the development and implementation of plans and programs to improve the efficiency of maintenance operations including cost control programs, staff utilization studies, and work method improvements.
- Selects, trains, motivates, and evaluates assigned personnel; ensures that staff are trained in complex maintenance activities and are following standard operating procedures; works with employees to correct deficiencies; implements discipline and termination procedures.
- Oversees safety programs for assigned sections and work groups; assists with action planning for safety programs; responds to workers' compensation issues.
- Participates in the development and administration of assigned unit budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary.

- Monitors and participates in operations in assigned sections including inspecting projects, developing and implementing modifications and improvements, recommending specifications and scheduling for contracts, negotiating prices and inspecting contractor's work to ensure that safe work practices and standard operating procedures are followed.
- Assists with the inspection and oversight of improvements in the public right of way or on public property such as sidewalk, curb & gutter improvements constructed under encroachment permits issued by the city.
- Answers questions and provides information related to projects including resolving problems, approving expenditures, handling complaints and providing technical expertise in area of assignment.
- Interacts professionally with the public, vendors and City staff; maintains effective working relationships and works in cooperation with the management team to effectively meet departmental objectives.
- Responds to emergencies as requested; coordinates activities with other responders; directs the work of staff and utilization of resources to effect repair and ensure the safety of the community.
- Prepares records related to the work performed and materials and supplies used; enters information in the various computerized systems, and obtains data and prepares reports as needed.
- Performs related duties as required.

REQUIREMENTS

Knowledge of

- Operational characteristics, services, and activities of a public works maintenance program.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Current methods, terminology, equipment, tools, and materials used in the maintenance, repair, and construction of public works structures and systems.
- Types and level of maintenance and repair activities generally performed in a public works field maintenance program.
- Operational characteristics of tools and equipment used in maintenance, repair, and construction of public works systems.
- Mathematical principles.
- Principles and practices of record keeping and report preparation.
- Occupational hazards and standard safety precautions.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to

- Oversee and participate in the management of a public works maintenance program.
- Supervise, direct, and coordinate the work of lower level staff. Select, train, and evaluate staff.
- Participate in the development and administration of unit goals, objectives, and procedures.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Prepare and administer program budgets.
- Prepare clear and concise administrative and financial reports.

- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Ensure adherence to safe work practices and procedures.
- Estimate time, material, and labor costs for maintenance and repair projects.
- Compile data, maintain records and files, and participate in the preparation of clear and concise reports.
- 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 the Public Works Department during public contacts.
- Read and interpret maps, plans, sketches, schematics, diagrams, and blueprints.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Demonstrate an awareness and appreciation of the cultural diversity of the community.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND/OR EXPERIENCE

Sufficient experience and education related to public works maintenance and operations to demonstrate the knowledge and skills listed and to perform the essential duties is required. A typical way of obtaining the required qualifications is:

- An Associate's degree from an accredited college or university with major course work in construction technology, business administration, or other job-related field.
- At least five years of increasingly responsible and directly related experience in a public works maintenance or operations program including two years with substantial administrative and/or supervisory responsibility.

In addition, qualified candidates must:

- Be willing and able to work an alternative work schedule (9/80, 4/10) if assigned.
- Be willing and able to work occasional evenings, weekends and holidays as needed.

PHYSICAL WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in an office setting with some travel to worksites, typically with use of a City vehicle; project direction and inspection are intermittently performed in field conditions. Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The employee will occasionally be required to climb or balance or crawl. While performing the duties of this job, the employee is regularly exposed to video display terminals. The position also requires repetitive hand movement and fine coordination in data entry and preparing reports using a computer keyboard. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Acute

hearing is required when providing phone and personal service. The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 35 pounds. The employee is periodically exposed to loud noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; and occasionally must work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain. The employee is occasionally exposed to moving mechanical parts.

OTHER:

FLSA Status: Exempt
Bargaining Unit: Unrepresented Management
Approved by: City Council
Date: June 3, 2015