

CLASS SPECIFICATION



CLASS: Public Works Superintendent
ALLOCATION: Community Development Services Agency
FLSA STATUS: Exempt
UNION AFFILIATION: Non-Represented

ESTABLISHED: July 2007
REVISED: January 2022

JOB SUMMARY:

Under general direction, plans, organizes, coordinates, and directs the activities of the Road Operations Division of the Public Works Department in the Community Development Services Agency; oversees skilled and semi-skilled work in the maintenance and repair of vehicles and heavy equipment; management of Public Works' facilities regarding parks and corporation yards; oversees the construction, maintenance, and repair of roads, bridges, drainage facilities, and related County infrastructure; oversees the work of staff performing construction equipment maintenance and repair duties; provides highly complex staff assistance to the Assistant Director and Director of Public Works; and performs related work as assigned.

CLASS CHARACTERISTICS:

This is the mid-management level in the road maintenance series. This position works under the direction of senior level management staff and reports directly to the Construction Manager on all critical functions. Incumbents plan, organize, oversee, and direct the work of a variety of projects assigned to the Road Operations Division either directly or through secondary supervision. This class is distinguished from the Assistant Public Works Director in that the latter is a professional engineer responsible for providing oversight and technical review for engineering, road maintenance, and surveying functions.

EXAMPLES OF DUTIES:

Essential:

- Develop, recommend and implement division goals, objectives, policies, and procedures; monitor and review trends in public works operations and recommend operational and policy improvements.
- Plan, organize, assign, manage, review, and evaluate the work of assigned staff either directly or through subordinate supervision.
- Recommend selection of staff; provide or coordinate staff training; conduct performance evaluations and administers discipline as required.
- Conduct inspections of work projects and offer technical assistance and guidance to subordinate supervisors as necessary.
- Provide support, direction, and coaching to subordinate employees in the area of performance management, problem resolution, planning and work assignments.
- Determine priorities and estimates labor, equipment materials and costs for special projects, and road improvements, equipment repairs, and facility improvements.
- Prepares, implements, and maintains mid- and long-term maintenance and facilities plans.
- Prepare and administer the budget for the Road Operations Division; recommend and submit requests for additional staff, equipment, materials and projects for inclusion in the departmental budget.
- Coordinate the repair or replacement of construction and maintenance equipment; provide staff direction for the centralized repair of equipment or recommend contract work as appropriate.
- Determine the need for and assist in the procurement of road maintenance equipment.
- Oversee ongoing work projects to ensure that safety rules and regulations are adhered to and that all equipment is in safe operating conditions.
- Develop, recommend, implement and update safety program for the division; ensure regular safety training is conducted; confer with subordinate supervisors and other County staff on injury accidents and safety hazards.
- Has the knowledge and capability to perform a variety of field construction and maintenance activities, on a relief or emergency such as: operating a variety of light and heavy construction equipment, including trucks of various sizes, motor graders, back-hoes, loaders, sweepers, rollers and rock crushing equipment. Constructing, maintaining and repairing roadways and other paved areas, including bridges and parking areas.
- Maintain fleet and records to meet California Air Resources Board (CARB) regulations; recommend retiring or replacing old or outdated equipment as necessary.
- Maintain records and files of work performed.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Comply with all Department of Transportation (DOT) and Federal Motor Carrier Safety Association (FMCSA) requirements and regulations.
- Respond to emergency situations in off hours as required; coordinate such response with fire and law enforcement personnel.
- Use various computer and standard office equipment in the course of the work.
- Act as a department representative in emergency or disaster response activities.

EMPLOYMENT STANDARDS:**Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through subordinate supervision.
- Principles and practices of employee supervision, including selection, work planning, performance review and evaluation, and employee training and discipline.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles, practices, methods, materials and techniques used for road and bridge construction and maintenance and repair of fleets and facilities.
- Methods of estimating costs of road maintenance projects and fleet maintenance, repairs, and replacements.
- Principles and practices of budget development and administration.
- Operation, maintenance and capabilities of various road and heavy construction equipment.
- Applicable laws, codes and regulations related to the work.
- Safe work methods and safety regulations related to the work including handling hazardous materials
- Record keeping practices.
- Basic computer applications related to the work.

Skill in:

- Developing and implementing goals, objectives, policies, procedures and work standards.
- Planning, organizing, directing and inspecting an extensive road maintenance program, fleet of vehicles, and heavy equipment.
- Planning, organizing, supervising, reviewing and evaluating the work of others either directly or through subordinate supervision.
- Training others in policies and procedures related to the work.
- Defining and analyzing problems and issues, identifying alternative solutions projecting consequence of actions and implementation of recommendations.
- Preparing and/or directing the preparation of clear and concise staff reports, policies, procedures, correspondence, and other written materials.
- Determining equipment, material and staffing required for road maintenance, construction and repair projects.
- Developing and administering the division's budget.
- Interpreting and applying County and Department policies, procedures and regulations.
- Observing all safety requirements and regulations.
- Directing the safe use and maintenance of hand and power tools related to the work.
- Reading and interpreting plans, maps and instructions.
- Performing heavy physical labor.
- Using initiative and independent judgment within established procedural guidelines.
- Preparing records and reports of work performed.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Ability to:

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Develop constructive and cooperative working relationships with others and maintain them over time.
- Make rational judgments and decisions in a timely manner particularly in situations involving potential risks.

- Require individual accountability and responsibility by immediately responding to behavior.
- Instill individual accountability and responsibility by immediately responding to behavior.
- Use tact, discretion and prudence in dealing with those contacted in the course of the work.
- Explain complex rules and programs so others can easily understand them.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Communicate clearly and concisely, both orally and in writing.
- Maintain composure, keep emotions in check, control anger and avoid aggressive behavior, even in very difficult situations.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Stamina to perform sustained physical labor, including standing, walking, climbing, and working in confined or awkward spaces.
- Ability to wear Hazardous Materials Masks and other protective equipment in the manner intended.
- Strength to operate hand and power tools, lift and maneuver materials and equipment weighing up to 90 pounds with proper equipment.
- Mobility to work in a typical shop or related maintenance setting, including operating typical trade test equipment, hand power tools, and standard office equipment.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Typical field or shop maintenance setting, as well as typical office setting.
- Work extended shifts or be called back in emergency situations.
- Work with exposure to potentially hazardous paints, chemicals, solvents, and sealants.
- Work with exposure to inclement weather, temperature extremes, equipment noise, and heavy traffic and exhaust fumes.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation, which may include Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.
- Must comply with U.S. Department of Transportation regulations as a "Safety Sensitive" classification, including

pre-employment, random, reasonable suspicion, and post-accident drug and alcohol testing as a condition of employment.

Education and Experience:

MINIMUM: Equivalent to graduation from high school and ten years of experience in vehicle or heavy equipment maintenance and repair or road maintenance or construction which has included both the operation of heavy construction equipment and at least two years in a supervisory or management capacity.

PREFERRED: In addition to the minimum, an Associate’s Degree in vehicle maintenance repairs, construction management, or a field related to the work; completion of an equivalent nationally recognized automotive training program with additional years of advanced experience in vehicle maintenance; increasingly responsible experience in facility management; increasingly responsible experience in road maintenance or construction with a valid California Class A driver’s license with a TN or X endorsement; and/or additional lead or supervisory experience.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Approval: Department Head

Human Resources Approval: Analyst

Date:

Date:

Signature: _____

Signature: _____

EEOC: G
WC: 9422

Established: July 2007
Revised: July 2021; January 2022