

## CLASS SPECIFICATION

Yuba County

July 2007

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**CLASS TITLE:** Public Works Superintendent

**FLSA STATUS:** Exempt

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### **JOB SUMMARY:**

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 work in 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:**

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 mid-management level position works under the direction of senior level management staff. This position reports to the Assistant Director or Director of Public Works on all critical functions.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Develop, recommend and implement division goals, objectives, policies and procedures; monitors and reviews trends in public works operations and recommends operational and policy improvements.
- Plans, organizes, assigns, manages, reviews and evaluates the work of assigned staff either directly or through subordinate supervision.
- Recommends selection of staff; provide or coordinate staff training; conducts performance evaluations and administers discipline as required.
- Conducts inspections of work projects and offers technical assistance and guidance to subordinate supervisors as necessary.
- Provides support, direction and coaching to subordinate employees in the area of performance management, problem resolution, planning and work assignments.
- Determines priorities and estimates labor, equipment materials and costs for special projects and road improvements.
- Prepares and administers the budget for the Road Operations Division; recommends and submits requests for additional staff, equipment, materials and projects for inclusion in the departmental budget.
- Coordinates the repair or replacement of construction and maintenance equipment; provides staff direction for the centralized repair of equipment or recommends contract work as appropriate.
- Determines the need for and assists in the procurement of road maintenance equipment.
- Oversees ongoing work projects to ensure that safety rules and regulations are adhered to and that all equipment is in safe operating conditions;
- Develops, recommends, implements and updates safety program for the division; ensures regular safety training is conducted; confers 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.
- Maintains records and files of work performed.

#### **Important:**

- Responds to emergency situations in off hours as required; coordinate such response with fire and law enforcement personnel.

**QUALIFICATIONS:**

**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, maintenance and repair including snow removal.

Methods of estimating costs of road maintenance projects.

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

Engineer and survey mathematics.

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.

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.

Making accurate engineering and surveying calculations.

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/Physical Requirements:**

- Mobility to work in a standard office environment, field or shop maintenance setting and access and inspect work sites.
- Stamina to perform sustained physical labor, including standing, walking, climbing and working in confined or awkward spaces.
- Strength to operate hand and power tools and lift and maneuver materials and equipment weighing up to 90 pounds with proper equipment.
- Vision to read printed materials and hearing and speech to communicate in person or over a radio or telephone.

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

Public Works Superintendent

Page Three

**Working Conditions:**

- 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 heavy traffic.

**Licensing and Certification:**

- Possess a valid California Class A driver's license.

**Background:** The minimum and preferred requirements for this position are described below:

**Minimum:** Equivalent to graduation from high school and 10 years of experience in road maintenance or construction which has included both the operation of heavy construction equipment and at least 3 years in a supervisory or management capacity.

**Preferred:** In addition to the minimum requirements, college course work in Civil Engineering, Construction Management or a field related to the work and 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.**