

ASSISTANT PUBLIC WORKS SUPERINTENDENT**Definition**

Under direction, leads, oversees, reviews and performs work activities and duties assigned to the Public Works maintenance crews; assumes responsibility for the more difficult and complex tasks; performs other related duties as required.

Class Characteristics

The **Assistant Public Works Superintendent** is the lead class responsible for a wide variety of maintenance and construction tasks. Incumbents perform skilled work in the maintenance and repair of streets, water and wastewater systems, parks, grounds and related facilities. This classification is distinguished from the next higher classification of Public Works Superintendent in that the latter has more supervisory responsibilities and oversees all Public Work crews.

Examples of Duties (Illustrative Only)

- Leads, oversees, reviews and performs the work of staff responsible for maintenance, repair, construction and installation work in streets, water and wastewater systems, parks, grounds and related facilities; develops and implements crew assignments; assists maintenance staff in troubleshooting and performing the more complex maintenance and repair activities.
- **Streets, Water and Wastewater Systems:** Breaks, removes and repairs surfaces; installs and repairs sidewalks, curbs, gutters and fences; digs, shovels, hauls, loads and unloads materials; operates a variety of equipment, including jack hammers, pavement breakers; tampers and other hand power tools, identifies and responds to street, water and wastewater system maintenance problems; operates trucks, tractors, street sweepers, aerial lifts and other construction vehicles and equipment; oversees the installation and maintenance of City signs, road markings, striping and delineators; paints street lines and crosswalks; oversees the maintenance of City vehicles and maintenance equipment; maintains storm drains and ditches; cleans and rods wastewater collection lines; turning water service on and off; reading meters on a scheduled basis and recording readings on an automated system for billing purposes; tapping lines to install new services; repairing water distribution or service lines, hydrants and meters; if appropriately certified, repairing and testing backflow prevention devices; monitoring water wells, checking chlorine devices; taking a variety of pressure and flow readings and making standard physical and chemical tests of portable water; monitoring lift stations, performing minor maintenance work on pumps and equipment as required; monitoring the wastewater treatment plant; cleaning and performing minor maintenance on plant equipment; taking a variety of chemical, effluent and flow readings and making standard physical and chemical tests of wastewater at specified process steps; repairing collects and sends out wastewater samples, takes daily plant readings, prepares reports and forms, including time sheets, equipment records and work orders; prepares monthly wastewater and pesticide reports.

- Parks, Buildings and Grounds: Oversees and participates in the general cleaning of parks, grounds, buildings and related facilities; mows, edges and weeds landscaped areas; plants trees, flowers and shrubs; participates in the installation of new park areas; maintains and upgrades all City parks, pathways and landscaped areas; identifies and responds to park and grounds maintenance problems; repairs, installs and operates irrigation systems; applies herbicides and pesticides; inspects buildings, facilities, grounds and park play equipment for conditions needing repair and maintenance; maintains City owned recreational facilities, including tennis courts, swimming pools, racquetball courts, and athletic fields; prepares reports and forms, including time sheets, equipment records and work orders; prepares monthly pesticide reports.
- Supervises the operation and upkeep of construction and maintenance equipment and/or machinery, including maintenance vehicles, power tools and related equipment; provides training for assigned staffing areas of work; performs minor carpentry, plumbing, electrical, painting and remodeling tasks; ensure adherence to safe work methods, procedures and practices; identifies training opportunities and needs; makes recommendations to higher level staff.
- Responds to the more difficult questions and concerns from the general public; provides information as is appropriate and resolves public service complaints.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; evaluates assigned work projects; estimates time, materials and equipment necessary for the successful completion of the project; acquires necessary resources as is appropriate; coordinates work activities with other Public Works maintenance units and City departments.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management, staff and the public.

Qualifications

Knowledge of:

Practices, techniques and materials used in maintenance, construction, mechanics and repair of streets, lighting, sewer facilities, parks, grounds, buildings and related facilities; operating characteristics and safety requirements for the operation of a variety of heavy and light maintenance vehicles and equipment; principles and practices of project design and cost estimating, knowledge of the City Street system; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; methods and techniques for record keeping; occupational hazards and standard safety practices.

Ability to:

Oversee and perform maintenance, repair and installation of asphalt, signs, lighting, concrete, storm drains; perform maintenance and repair of parks, wastewater collection systems and related equipment; safely operate a variety of tools and equipment used in maintenance and construction; estimate time and materials for completion of projects; perform heavy manual labor; work independently; keep records and logs; make adjustments to standard operating procedures as appropriate; interpret, explain and apply applicable laws, codes and regulations; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships

Skill to:

Safely and effectively operate a variety of maintenance and construction equipment, tools and materials; operate an office computer and a variety of word processing and software applications.

Education and Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Assistant Public Works Superintendent. A typical way of obtaining the required qualifications is to possess three years of increasingly responsible experience in construction and maintenance of streets, water and wastewater systems, parks or buildings and grounds, and a high school diploma or equivalent.

Licenses and Certifications:

Must possess a valid California class C driver's license and have a satisfactory driving record. Possession of a valid California class A driver's license is desirable.

Must possess or obtain within two years of employment certification as a Water Treatment Plant Operator, Grade T-1 and Water Distribution Operator, Grade D-1.

Working Conditions:

Must be available for regular standby assignments, work emergency overtime as required and respond to emergencies in a time period as specified by City Administration. Must be willing to work out of doors in all weather conditions and with exposure to traffic and potentially hazardous conditions.