

**PUBLIC WORKS SUPERINTENDENT/BUILDING OFFICIAL****Definition**

Under general direction, supervises, evaluates and participates in the work of crews responsible for construction, repair, maintenance and operational work in Public Works maintenance units such as streets, water and wastewater systems, parks, building and grounds; ensure safe work practices, work quality and accuracy; maintains appropriate work records which may include time cards and work orders. Direct and perform plan checks, building inspections and public works inspections. Serves as a technical resource for assigned work crews and the Public Works Director. Performs other related duties as required.

**Class Characteristics**

The **Public Works Superintendent/Building Official** is the supervisory level class responsible for assigning and supervising the work of crews engaged in construction, repair and maintenance work. Responsibilities include building plan review, building inspection functions, providing technical support, public works inspection and assistance in construction contract administration activities. This classification is distinguished from the next higher classification of Public Works Director in that the latter is responsible for the overall management of the department.

**Examples of Duties** (Illustrative Only)

- Plans, coordinates, prioritizes, monitors and participates in the work of crews responsible construction, maintenance, repair and/or operation of streets, water and wastewater systems, equipment maintenance, parks, buildings, and grounds
- Provides day-to-day leadership to assigned crews
- Coordinates the work of the unit with other City departments and divisions, outside agencies, community groups and the public.
- Monitors work activities to ensure safe work practices, work quality and accuracy
- Coordinates and provides ongoing safety training programs
- Establishes performance goals for crews and individual employees
- Participates in the selection, training and evaluation of personnel
- Develops and maintains short and long range maintenance schedules for assigned areas
- Develops schedules and methods for performing assigned duties
- Maintains appropriate work records and documents which may include time sheets, work orders and inventories
- Prepares statistical and/or analytical reports on operations as necessary
- Order supplies, tools and materials; participates in the equipment procurement process; monitors and controls supplies and equipment
- Responds to questions and concerns from the general public, contractors, vendors and outside agencies; provides information as in appropriate and

- Resolves public service or operational complaints; establishes and maintains a customer service orientation within the unit.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management, staff and the public.
- In the absence of the Public Works Director, provides assistance to the public and oversees the operation of the Public Works Department.
- Streets, Wastewater, Water and Equipment Maintenance
  - Supervises and participates in the construction, maintenance and repair of City streets, water and wastewater systems, storm drains and ditches, road markings, striping and delineators, street lights and signs, and City vehicles and powered equipment
  - Inspects the water wells on a routine basis and oversees the collection and analysis of chemical test of potable water
  - Inspects the wastewater plant on a routine basis, oversees the collection and analysis of wastewater samples
  - Oversees and participates in the preparation or required regulatory reports.
- Parks, Buildings and Grounds
  - Supervises and participates in the construction, maintenance and repair of City parks, playgrounds, athletic fields, buildings, ground and related facilities;
  - Oversees and inspects street trees; coordinates and participates in the application of pesticides and herbicides
  - Oversees and participates in the preparation of required regulatory reports.
- Building:
  - Performs all day-to-day functions related to plan checking, building inspection and building permit issuance for the City
  - Performs non-structural plan checking for code compliance; directs the work of contract staff performing structural plan checking
  - Reviews requests for building permits; approves permits and determines appropriate fees
  - Inspects new and existing residential, commercial and industrial properties for conformance to codes, regulations, plans, specifications and standards related to foundations, framing, electrical, plumbing, access, life safety, energy compliance and other functional elements.
  - Confers with and provides information to developers, engineers, architects, property owners, contractors and others regarding code requirements and alternatives; resolves complaints and problems.

- Investigates complaints regarding existing buildings or new construction to determine if code violations or problem conditions exist; reviews buildings for business usage and for occupancy after fires or other occurrences.
- Consults with the City Attorney regarding legal aspects of building matters.
- Inspects City construction and maintenance projects performed by contractors for conformance to plans, specifications and codes.
- Prepares a variety of correspondence, reports, procedures and other written materials.

### **Qualifications**

#### **Knowledge of:**

- Building, plumbing, electrical, mechanical, life safety, energy and related codes as covered in Title 24.
- Practices for documenting inspections, correcting violations and carrying through on court procedures
- Applicable codes, ordinances and regulations.
- Practices, techniques and materials used in maintenance, construction, repair or operation of streets, wastewater and water system, equipment maintenance, parks, recreation facilities, buildings and grounds
- Operating characteristics and safety requirements for operation of trucks, construction vehicles and other heavy and light equipment; principles and practices of administering a budget; basic principles in mathematics; applicable federal, state and local laws, codes and regulations
- Methods and techniques of scheduling work assignments;
- Methods and techniques for record keeping and report preparation; modern office equipment, including a computer and applicable software; proper English, spelling and grammar; occupational hazards and standard safety practices.

#### **Ability to:**

- Supervise and direct the operations and activities of a variety of Public Works maintenance units
- Estimate time, materials and equipment needed to complete projects
- Read and understand plans and specifications
- Coordinate and conduct training programs for staff
- Respond to issues and concerns from the community
- Plan, organize, train, evaluate and direct work of assigned staff
- Interpret, explain and apply applicable laws, codes and regulations
- Read, interpret and record data accurately
- Organize, prioritize and follow-up on work assignments

- Work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions;
- Observe safety principles and work in a safe manner
- Communicate clearly and concisely, both orally and in writing
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the phone.

**Skill to:**

- Explaining codes and regulations to developers, engineers, architects, property owners and others.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Reviewing and interpreting plans and specifications.
- Effectively representing the City in meetings with governmental and regulatory agencies, community groups, property owners, contractors, developers, business owners and the public.
  
- Preparing clear and concise reports, correspondence and other written materials.
- Maintaining accurate records and files.
- Organizing and prioritizing work and meeting critical deadlines.
- Using tact, initiative and independent judgment within established procedural guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**Education and Experience:**

High School Diploma or equivalent. Two years of college or possession of an Associate of Arts degree with major course work in construction technology, building inspection or a field related to the work and three years of in any combination of building inspection, construction contracting, public works or work that will have provided the required knowledge and skills. Experience with water and/or wastewater treatment system and maintenance is highly desirable. Experience in performing work as described above may be substituted for the education on a year for year basis.

**Licenses and Certifications:**

Must possess a valid California class C driver's license and have a driving record acceptable with the City's Insurance Authority.

Certification as a Wastewater Treatment Plant Operator, Grade WW-1, Water Treatment Plant Operator, Grade T-1 and Water Distribution Operator, Grade D-3 desirable.

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Must possess or obtain within two years of employment at least one ICBO building certification.

**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.