

City of Grass Valley
JOB DESCRIPTION



SUPERINTENDENT

Department: Public Works Department

Non
FLSA Status: Exempt

Reports To: Public Works Director/City Engineer

Unit: 1, Full-time Position

SUMMARY OF JOB PURPOSE

Under direction, to manage assigned operating divisions of the Department of Public Works; to plan, implement, and carry out the Department's maintenance programs; to direct, through subordinate supervisors and staff engaged in a wide variety of maintenance and repair activities; and to perform related work as required.

The Superintendent is responsible for carrying out the mission of the City and the Public Works Department in conformance with departmental and City of Grass Valley organizational values.

Subject to the disciplinary process, management reserves the right to terminate an incumbent in the Superintendent classification for lack of maintaining the required certifications.

SUPERVISION RECEIVED AND EXERCISED

The Superintendent is a management level classification responsible for assisting the Public Works Director/City Engineer and/or their designee in the day-to-day business of administering, directing, and supervising assigned Public Works divisions.

This position receives general direction from the Director of Public Works/City Engineer or their designee and exercises direct supervision over assigned subordinate professional, field crews, technical and/or clerical staff, including recruiting, hiring, evaluating, and disciplining assigned personnel.

ESSENTIAL FUNCTIONS (include but are not limited to listed tasks)

1. Plans, coordinates and supervises work activities for assigned operations; participates in the development of the Department's work plans; assigns work activities, projects and programs; monitors workflow; reviews and evaluates work product, methods and procedures.
2. Participates in the development, planning and implementation of departmental goals and objectives; assists in the development and implementation of department policies and procedures.
3. Directs, plans, prioritizes, assigns, supervises and reviews the work of subordinate staff in assigned functions and activities; monitors and evaluates work in progress to ensure compliance with goals and policies.
4. Monitors work activities to ensure safe practices, quality and accuracy; ensures compliance to applicable rules, policies and procedures.
5. Participates in the selection of staff; recommends the appointment of subordinate

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JOB DESCRIPTION**



SUPERINTENDENT

- personnel; trains, motivates and evaluates staff; provides or coordinates staff training; works with employees to correct deficiencies; assists in the implementation of discipline procedures, and reports same to Public Works Director/City Engineer.
6. Coordinates assigned division activities with those of other departments and outside agencies and organizations; provides staff assistance to the Public Works Director; prepares and presents reports and other necessary correspondence.
 7. Participates in the development and administration of the Public Works budgets; forecasts additional funds needed for staffing, equipment, materials and supplies for assigned activities; monitors and approves expenditures; implements midyear adjustments.
 8. Conducts regular training sessions on safety; confers with subordinate supervisors and other departmental staff on injury accidents and safety hazards.
 9. Oversees the supervision, training, and appraisal of field staff.
 10. Assists in developing short and long term maintenance programs.
 11. Assist with Determining priorities and estimates labor, equipment, and material costs for special projects
 12. Administers and monitors contracts for materials or services relating to Public Works operations.
 13. Receives and responds to public inquiries, requests for assistance, and complaints regarding assigned public works activities; participates in public meetings as necessary.
 14. Performs general administrative work as required, including but not limited to preparing reports and correspondence, entering computer data, etc.
 15. Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies, consultants, contractors, City management and staff, and the public.
 16. Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

1. Principles and practices for a wide variety of maintenance, repair and risk management issues.
2. Legal, financial and public relations issues associated with public works and municipal government.
3. Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

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JOB DESCRIPTION**



SUPERINTENDENT

4. Recent developments, current literature, and sources of information regarding public works practices.
5. Methods and techniques of contract negotiation and administration.
6. Methods and techniques of supervision, employee evaluation, training and motivation.
7. Principles and practices of fiscal control, supervision, personnel administration and management.
8. Applicable local, State and Federal laws, codes and regulations.
9. Occupational hazards and standard safety practices.

Skills in:

1. Interpreting and complying with provisions of applicable codes, ordinances and regulations enforceable by the City;
2. Inspecting assigned areas for a wide variety of maintenance, repair and risk management issues;
3. Applying laws, regulations, codes and departmental policies;
4. Recognizing, prioritizing and accomplishing needed tasks;
5. Researching, preparing and writing clear and concise technical reports.

Ability to:

1. Plan and organize efficient and effective work schedules.
2. Evaluate existing processes and procedures for improvement.
3. Read and interpret maps, sketches, drawings, specifications and technical manuals.
4. Read, decipher and understand plans for infrastructure components and pipelines.
5. Oversee contracts.
6. Represent the interests of the Public Works Department in the community and at meetings as required.
7. Administer budgets for assigned activities.
8. Operate personal computers and related software programs, specifically software to assist in the operation of public works functions including purchasing, work orders, and inventory.
9. Gain cooperation through discussion, consensus building and persuasion.
10. Interpret, explain and apply applicable laws, codes and regulations.
11. Read, interpret and record data accurately.
12. Organize, prioritize and follow up on work assignments.
13. Work independently and as part of a team.
14. Make sound decisions within established guidelines.

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JOB DESCRIPTION**



SUPERINTENDENT

15. Follow written and oral instructions.
16. Observe safety principles and work in a safe manner.
17. Communicate clearly and concisely, both orally and in writing.
18. Establish and maintain effective working relationships.
19. Motivate employees to perform to the best of their abilities, evaluate employee job performance and initiate recognition and disciplinary procedures where appropriate.

QUALIFICATIONS

To perform this job successfully, the incumbent must be able to perform each of the essential duties satisfactorily. Reasonable accommodations may be made to enable incumbents with disabilities to perform the essential functions. The requirements listed are representative of the knowledge, skill and/or ability required.

PHYSICAL REQUIREMENTS

1. Must be free from any physical, emotional or mental condition which might adversely affect the ability to perform essential job duties.
2. While performing necessary field duties, must be capable of moving about safely while maintaining body equilibrium to prevent falling on narrow, uneven and slippery surfaces.
3. Must have a clear field of vision and adequate hearing while working around various types of construction equipment. May infrequently be required to climb a ladder.
4. Must be able to sit at a confined work station for extended periods or work at a drafting table for extended periods while performing essential duties.
5. On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk, perform simple grasping and fine manipulation, use telephone and communicate through written means.
6. While performing the duties of this job the incumbent is regularly required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold, and manipulate tools and talk and hear. The incumbent is occasionally required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 50 pounds alone, and up to 100 pounds with assistance. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aids. The incumbent must be able to work in variable temperatures and weather conditions. Have the ability and willingness to work around and tolerate unpleasant odors and objectionable substances common to the field.

EDUCATION AND EXPERIENCE

A typical way to obtain the knowledge and skills is:

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1. High School Diploma or General Education Degree (GED) and two years of experience performing duties comparable to those of a Senior Maintenance Worker or six years of experience of a Maintenance Worker III; OR an equivalent combination of education and experience that would provide the necessary knowledge, skills, and abilities
 2. Two years of experience in water distribution system maintenance is preferred;

CERTIFICATES, LICENSES AND REGISTRATIONS

1. Must have an acceptable driving record and obtain a Class B California Driver's License within six (6) months of hire.
2. Incumbents are required to have and maintain a Grade II certification as a Distribution Operator issued by the California Department of Health Services.
3. Subject to the disciplinary process, management reserves the right to terminate an incumbent in the Superintendent classification for lack of maintaining the required certifications and/or licenses.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from managers, employees, and the general public.

MATHEMATICAL SKILLS

Ability to perform mathematical concepts such as: fractions, percentages, ratios, and proportions to practical situations; ability to work with mathematical concepts such as probability and statistical inference.

REASONING ABILITY

Ability to apply common sense and understanding to carry out instructions furnished in written, oral, or diagram form. Resolve problems involving several known variables in standardized situations using standard industry and departmental processes and/or procedures.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job.

WORKING ENVIRONMENT

While performing the duties of this job the incumbent is regularly exposed to outside elements of wet and/or humid conditions, rain, snow and heat; moving mechanical parts; fumes or airborne

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JOB DESCRIPTION**



SUPERINTENDENT

particles and toxic or caustic chemicals. The incumbent is occasionally exposed to risk of electrical shock and vibration; and steady level of loud noise.

GENERAL

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: _____

Signature: _____

Date: _____

Adopted:

Revised:

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