

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: PUBLIC WORKS SUPERINTENDENT

DEPARTMENT: PUBLIC WORKS

BASIC FUNCTION:

Under general direction, to plan, direct, organize, review programs and evaluate designated operational areas as it relates to operating requirements for all city owned and leased facilities; Public Works maintenance and custodial personnel and contract service; related storm water program activities, parks maintenance and other work as assigned.

Assigned areas may include Utility Construction, Street Maintenance, Fleet Maintenance, Park Maintenance, Facilities, Water Operations, Treatment and Distribution Departments.

KEY RESPONSIBILITIES:

Plan, direct and administer assigned functional and operational management, administration, maintenance and/or inspection programs.

Direct maintenance, repair, remodeling and replacement in assigned functional areas.

Respond to citizen and/or agencies or commissions complaints and inquiries.

Develop and implement goals and objectives for operations.

Coordinate the investigation of storm water run-off, industry related storm water quality, complaints and violations of NPDES and storm water regulations, initiate and conduct site visits and communicate with property owners and recommend solutions and/or mitigate measures.

Administer annual budget and participate in budget preparation activities.

Manage and coordinate related environmental resource management programs.

Ensure inspection of assigned areas to ensure work is performed to standard.

Coordinate security of functional areas.

Ensure inspection programs of functional areas to determine work programs that meet maintenance standards.

Develop, direct and monitor preventive maintenance program(s) and associated maintenance schedules.

Evaluate work schedules against performance and customer service standards.

Ensure efficient systems for procurement of supplies, materials and inventories.

Authorize equipment purchases.

Ensure materials, equipment and supplies are purchased in accordance to city and department standards, i.e. preparation of plans and specifications for contracts, agreements and purchase of equipment; requests for proposal for various projects and studies.

Prepare written reports and agenda bills as required to administer division.

Ensure maintenance of appropriate department records; prepare regular regulatory reports and correspondence; provide technical and professional support to operations and city staff.

Perform and direct contract administration.

Confer with purveyors, contractors and government agencies and their representatives relating to environmental and operational activities and compliance issues.

Participate in budget preparation, capital improvement projects and administration of budgets and exploration of alternative funding sources.

Select, supervise, train and evaluate subordinates.

Ensure ongoing development of subordinates in the areas of compliance, technical, safety and supervisory training.

Conduct and represent the city at meetings and make presentations to public interest groups, city personnel and City Council.

Develop and implement the city's Storm Water Education Program; provide information the public on storm water regulations and coordination and direction to other city departments to provide educational materials and compliance training of city staff.

Serve in the capacity of assigned Manager as directed.

QUALIFICATIONS:

Knowledge of: Depending on operational assignment

- Permitting, legal, regulatory and technical requirements of storm water quality management.
- Keep current with federal, state and local regulations that impact assigned operation; lead and participate in the development of regional and/or watershed activities; work with regulatory agencies to develop and implement coordinated suggestions to improve program performance and ensure compliance.
- Methods and techniques in conservation and energy management.
- Materials, methods, tools and equipment used in construction, street maintenance, building maintenance and repair.
- Methods, practices and equipment used in construction and various trades including carpentry, electrical, plumbing and painting.
- Principles and practices of management including report writing techniques.
- Principles and techniques of preventive maintenance.
- Principles and techniques of performance measurement.
- Principles of labor relations, supervision, training and performance evaluations.

Ability to:

- Plan, direct and coordinate the repair and maintenance of all city owned and leased facilities, streets, equipment and storm water program.
- Manage the performance of inspection and/or skilled tasks.
- Read and interpret plans and specifications.
- Use computers for daily activities, i.e. word processing, maintenance programs, presentation applications and electronic schedule and email organizer.
- Maintain records, logs; and prepare complex reports.
- Forecast labor and other pertinent cost factors.
- Supervise, train and evaluate subordinates.
- Determine training and development programs and classes of subordinates.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain cooperative relationships with customers, the public and those contacted in the course of work including negotiating work with outside contractors.
- Use computer applications to assist in performing duties.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in functional area(s) including contract management, performance measures, budget including two years supervisory experience.

Education: Varies dependent on assigned area

College level courses and or professional level training providing expertise in public and/or business administration, planning, trades, construction and/or facilities management, equipment maintenance, landscape, horticulture, biology, chemistry and habitat management, as well as safe work operations.

SPECIAL REQUIREMENTS:

Possession of a valid Class C California Driver's License or the ability to be transported throughout the city.

Other requirements and preferred qualifications vary dependent on assigned area, state and federal laws and regulations.

PHYSICAL STANDARDS AND ENVIRONMENT:

While performing the duties of this class, an employee is regularly required to communicate, in person and by telephone; utilize office equipment; and reach with hands and arms while determining specifications or training and performing trade or custodial work. An employee is also required to assimilate written materials relevant to the position.

In addition, while performing the duties, employees of this class are regularly required to engage communication skills; interpret schematic data, interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

Ability to work in a standard office environment as well as dirty, dusty, odorous environments, on construction sites, in confined spaces, or roofs in the course of inspecting and monitoring work or supervising work crews.

This is an at-will management classification.

DATE APPROVED: Dec. 19, 2006