CITY OF BLUE LAKE

CLASS TITLE: PUBLIC WORKS SUPERINTENDENT

BASIC FUNCTION:

Under the direction of the City Manager, organize, direct and participate in Public Works operations and activities including the maintenance and repair of City streets, grounds, buildings, facilities, and water, sewer and wastewater systems and equipment; coordinate staff, projects and communications to meet City needs and assure smooth and efficient Public Works activities; develop, implement and inspect Public Works projects; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Organize, direct and participate in Public Works operations and activities including the maintenance and repair of City streets, grounds, buildings, facilities, and water, sewer and wastewater systems and equipment; participate in establishing related time lines and priorities; assure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate personnel, projects and communications to meet City needs and assure smooth and efficient Public Works activities; meet and confer with staff, other departments, vendors, contractors, outside organizations, administrators, officials and the public; coordinate and collaborate with outside contractors on construction, maintenance and repair projects as needed.

Train and evaluate the performance of assigned staff; interview employees and recommend hires, transfers, reassignment, termination and disciplinary actions; coordinate employee work assignments and review work to assure compliance with established guidelines and procedures; assist staff with various construction, installation, maintenance and repair projects as needed.

Prioritize, assess and coordinate response to street, building, water, wastewater and sewer system, and facility maintenance needs and work orders; plan, schedule, develop and implement construction, installation, maintenance and repair projects; inspect completed projects for accuracy, completeness and compliance with established standards, requirements and specifications.

Supervise and participate in preparing streets for paving, asphalt and concrete repair; utilize asphalt and other rock to pave, grade and patch City streets, rights-of-way and shoulders; assure proper filling of holes and sealing cracks; organize, direct and participate in maintaining existing streets in proper condition; clean and maintain street drains.

Organize, direct and participate in the inspection, maintenance, servicing and repair of water, sewer, and wastewater collection and treatment facilities, systems, lines and equipment; assure proper cleaning, repair or replacement of related fixtures, parts and equipment; direct activities and projects to assure smooth, efficient, healthy and safe water and sewer line flow, operations and services.

Estimate and assure adequate personnel, materials and equipment needed for installation, construction, maintenance and repair projects and activities; compile and prepare cost estimates; monitor, assess and modify activities in response to project progress; monitor and assure adequate equipment and supply levels; coordinate the purchase of equipment and supplies as appropriate.

Organize and direct the inspection, troubleshooting, diagnosis and resolution of wastewater facility, water distribution, sewer transmission, and related system and equipment problems and malfunctions; supervise and participate in the repair or replacement of related gauges, pumps, motors, filters, valves, meters and various other controls, parts and equipment.

Coordinate response to emergency maintenance needs and problems; oversee and participate in inspecting buildings, grounds, streets and water and wastewater facilities to identify maintenance and repair needs; assure proper identification and resolution of safety hazards; monitor work to assure proper safety procedures and equipment use.

Supervise water, wastewater and sewer facilities and equipment operations involved in maintaining safe and proper water and wastewater quality for the City; organize and direct the collection, testing and analysis of water and wastewater samples to assure safe and proper water and wastewater quality; assure proper modification and adjustment equipment, systems and chemical as needed.

Organize, direct and participate in grounds maintenance activities involved in the beautification of designated City grounds and landscaped areas including mowing, edging, trimming and watering lawns, fields and other turf grounds; supervise, participate in and assure proper cleaning of city streets and rights-of-way; clear streets of trash and debris; pick up paper, trash and debris as needed.

Supervise and participate in installation, maintenance and repair projects in electrical work, plumbing, carpentry and other building trades; organize, direct and participate in the troubleshooting, diagnosis and repair of utility, equipment and system malfunctions; supervise the painting of indoor and outdoor walls, street markings and other surfaces

Operate a variety of equipment such as backhoes, mowers, tractors, edgers, jackhammers, saws, drills, chainsaws, meters, testers, pumps, generators, and various hand and power tools; drive a vehicle to conduct work.

Assist in the development and preparation of the annual preliminary budget for the Public Works department; review and evaluate budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Coordinate Public Works activities to assure compliance with established safety standards and procedures; assure proper utilization of flagging and traffic control activities to provide safety for workers during road construction work as needed.

Provide technical information and assistance to the City Manager regarding Public Works projects, activities, needs and issues; assist in formulating and developing policies, procedures and programs; coordinate Public Works response to City Manager and City Council requests and concerns.

Oversee and participate in the preparation and maintenance of various records and reports related to projects, work orders, inventory, personnel, water, wastewater and assigned activities.

Communicate with personnel, administrators, contractors, outside organizations and the public to exchange information, coordinate activities and resolve issues or concerns.

Attend and conduct a variety of staff, project and safety meetings as assigned; attend and participate in City Council meetings as directed.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Organization and direction of Public Works operations including the maintenance and repair of City streets, grounds, buildings, facilities, and water, sewer and wastewater systems and equipment.
Principles, techniques, practices and procedures involved in planning, scheduling, developing, implementing and inspecting construction, installation, maintenance and repair projects.
Practices, procedures, methods and materials used in the construction, installation, maintenance and repair of streets and buildings, and the operation, maintenance, servicing and repair of water, wastewater and sewer systems, facilities, lines and equipment.
Operation and use of a variety of heavy and light equipment.
Mechanical and piping systems including valves, pumps, motors and gauges.
Troubleshooting and diagnosis of electrical and mechanical problems and malfunctions.
Health and safety regulations and procedures.
Applicable laws, codes, rules, regulations, policies and procedures.
Principles and practices of supervision and training.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Record-keeping and report preparation techniques.
Inventory practices and procedures.

ABILITY TO:
Organize, direct and participate in Public Works operations and activities including the maintenance and repair of City streets, grounds, buildings, facilities, and water, sewer and wastewater systems and equipment.
Coordinate staff, projects and communications to meet City needs and assure smooth and efficient
Plan, schedule, develop and implement construction, installation, maintenance and repair projects.
Train and evaluate the performance of assigned personnel
Inspect projects for accuracy, completeness and compliance with established standards, requirements and procedures.
Estimate and assure adequate personnel, material and equipment levels needed for projects.
Prioritize, assess and coordinate response to street, building, water and sewer system, and facility maintenance needs and work orders.
Operate a variety of equipment such as backhoes, mowers, tractors, edgers, jackhammers, saws, drills,

chainsaws, meters, testers, pumps, generators, and various hand and power tools.
Supervise and participate in the inspection, troubleshooting, diagnosis and resolution of various facility, equipment and system problems and malfunctions.
Communicate effectively both orally and in writing.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Determine appropriate course of action within clearly defined guidelines.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Oversee and participate in the preparation and maintenance of a variety of reports, records and files.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and five years increasingly responsible maintenance experience including street, grounds, water and sewer system, building and facilities maintenance and repair functions including two years in a lead capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Wastewater Treatment Plant Operator I certification.
Water Distribution Operator Grade I certification.

Backflow Device Tester certification desirable.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor and outdoor work environment.
Regular exposure to fumes, dust, dirt, oil and grease.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate maintenance equipment and tools.
Seeing to perform maintenance work.
Sitting or standing for extended periods of time.
Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
Walking over rough or uneven surfaces.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Heavy physical labor.
Climbing ladders.

HAZARDS:
Working around and with machinery having moving parts.
Working at heights.
Power saws and flying debris or nails.
Winter conditions.
Chemical fumes.