



PUBLIC WORKS SUPERINTENDENT

Department:	Public Works	FLSA Status:	Exempt
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GENERAL PURPOSE: Plans, coordinates, and manages assigned operations of the City's Public Works Department, coordinates Public Works activities with other City departments and outside agencies; provides staff support to the Public Works Director; and supervises assigned personnel.

TYPICAL DUTIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversees and coordinates the day-to-day operations of the Public Works Parks, Streets, and Transit divisions.
- Conducts the City of Corcoran Sidewalk and Curb & Gutter Programs.
- Monitor the day to day activities of any and all contractors as they relate to the operations and maintenance of the City Streets and associated facilities.
- Participates in the development, implementation, administration, and review of Public Works Department policies and procedures.
- Provides assistance in preparing, administering, and monitoring the Public Works Department annual budget.
- Supervises, trains, and evaluates the performance of assigned personnel; monitors and ensures staff compliance with departmental policies, procedures, and regulatory requirements.
- Prepares, updates, and maintains staff schedules; assigns work duties and monitors the quality and progress of work performed by employees.
- Provides both technical and safety guidance to staff regarding a variety of Public Works matters and operations.
- Establish training programs including safety training programs for the Parks, Streets and Transit personnel. Encourage participation in outside training programs when available.
- Plan for future streets, parks and facilities needs.
- Assists the Public Works Director in the planning, coordination and operation of City functions and events as needed.
- Make periodic inspections of the City streets / roads and facilities to observe operational practices and condition of these facilities and areas within the City.
- Prepares, reviews, approves, and submits a variety of Public Works records and reports.

JOB DESCRIPTION

Public Works Superintendent

- Coordinates Public Works activities with other City departments and outside agencies.
- Represents the City and/or the Public Works Department to outside agencies and the general public as needed.
- Attends and participates in a variety of meetings pertaining to Public Works matters and issues as needed.
- Prepare reports as requested.

MINIMUM QUALIFICATIONS:

Education and Experience:

Graduation from an accredited two year Junior College with an associate's degree.

Three years of progressively responsible and varied experience involving the design, construction, maintenance, and operation of a variety of public works facilities including streets, parks and buildings, with one year in a supervisory capacity.

Required Licenses or Certifications:

- Possession of an appropriate California Operator's License issued by the California Department of Motor Vehicles.
- Possession of a current Qualified Applicator Certificate as issued by the California Department of Pesticide regulation Licensing/Certification Program.

Knowledge of

- Extensive knowledge of streets, parks, landscape, irrigation systems maintenance / instillation, buildings maintenance and construction.
- Use, operation and servicing of a variety of light equipment, tools, methods and materials used in the maintenance of parks and facilities; occupational and safety practices; general operating and mechanical principles; general driving practices and traffic laws; basic principals of public relations.

Ability to

- Supervise others; interpret and work from sketches and penciled layouts and formal plans / drawings; follow oral and written instructions; keep accurate records and prepare reports; skillfully operate a variety of light and heavy equipment; use hand and power tools; stoop, bend and safely lift or move heavy loads; enter and work in close and confined spaces such as attics, crawl spaces, and drains; establish and maintain effective working relationships with other workers and the public.