

TOWN OF CORTE MADERA

SUPERINTENDENT OF PUBLIC WORKS

DEFINITION

To plan, direct, supervise, and control the field maintenance activities and operations of the Public Works Department and Sanitary District including the maintenance of streets, flood control facilities, sanitary sewers and pump stations, parks, vehicles, equipment and buildings; to coordinate assigned activities with other Town departments and outside agencies; to oversee the field maintenance activities and facilities of the Sanitary District (Sanitary District No. 2 of Marin County, a subsidiary to the Town of Corte Madera); to act as Director of Public Works in his/her absence; and to provide highly responsible and complex administrative support to the Director of Public Works and Town Manager.

DISTINGUISHING CHARACTERISTICS

This is a single position management level classification. The incumbent develops and oversees departmental goals, objectives, priorities, policies and procedures related to field maintenance and operations. Incumbent exercises discretion in applying policy and goals statements to resolve organizational and service delivery problems and to ensure that assigned programs and activities are completed in a timely and efficient manner, consistent with defined policies and regulations.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Public Works.

Exercises general and direct supervision over subordinate supervisory and maintenance staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Supervise all Town and Sanitary District field maintenance activities and operations.

Allocate resources; monitor and evaluate the efficiency and effectiveness of service delivery; monitor the allocation expenditures for personnel, supplies and equipment; direct and implement modifications and changes as necessary to achieve goals, objectives and priorities.

Manage flood control services and activities including maintenance and replacement of storm drains, catch basins, pumps, gates and natural watercourses.

Manage maintenance, repair and cleaning of Town parks, play grounds and landscaped areas.

Manage maintenance, repair and cleaning of the sanitary sewer system, maintenance, repair and cleaning of Town streets, and maintenance and repair of automobiles, light trucks and heavy equipment.

Prepare reports, correspondence and recommendations to the Town Council, Town Manager, Director of Public Works and outside agencies.

Respond to emergency calls relating to flooding, sewer malfunctions, hazardous material spills, windstorms and other emergencies; authorize and supervise appropriate remedial responses.

Serve as departmental liaison to other departments and outside agencies; meet with county, state, federal and other officials to resolve problems affecting public works programs and projects.

Participate in development of departmental goals, objectives and priorities assigned service area and functions; develop the field maintenance aspects of the department work plan, service levels and staffing requirements.

Participate in developing policies and procedures for achieving goals, objectives and priorities.

Respond to and resolve difficult and sensitive inquiries and complaints.

Provide responsible staff assistance to the Town Manager; prepare reports and correspondence and make recommendations to the Director of Public Works, Town Manager and Town Council; provide expert testimony for department depositions on legal issues; present both oral and written reports to the Director of Public Works, Town Manager and Town Council.

Represent the department to elected officials, the Town Manager, other Town Departments, Town Commissions and Committees, outside agencies and professional organizations, citizen and community groups; interpret and explain department activities, programs, projects, goals, objectives and priorities.

Attend, as required, Town Council, Flood Control Board, Homeowner Association, Beautification Committee, Parks and Recreation Commission, and other meetings.

Recruit, select, evaluate, and promote department personnel; consider, evaluate and resolve employee grievances; implement discipline and termination procedures; develop and promote staff training and motivation programs; develop and implement drug testing and training programs; assist in labor negotiations.

Prepare, review and administer budget and long range capital improvement plans for field maintenance and operations; review and approve payments for services.

Prepare specifications, contracts and bids for services, supplies and equipment; issue requisitions for purchase orders; administer and supervise contracts and service agreements.

Manage and supervise municipal programs to insure Town is in compliance with applicable state and federal laws and regulations.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of sanitary sewer collection, flood control, street, parks and landscape maintenance, and vehicle, equipment and building maintenance and their related programs.

Organizational practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Principles and practices of budget administration.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Recent developments and sources of information on public works administration.

Principles and practices of methods used in construction, maintenance, cleaning and repair of streets, curbs, and sidewalks and related facilities; flood control systems, including pump stations, storm drains and catch basins and related facilities; and sewer collection systems.

Principles and practices of engineering and construction as applied to the fields of sanitary sewer collection, flood control, and street maintenance.

Occupational hazards and standard safety practices necessary in the areas of street maintenance and construction, flood control system maintenance and construction, and sewer collection facility maintenance and construction.

Equipment, materials, costs and methods used in construction, maintenance, cleaning, and repair of streets, curbs, and sidewalks and related facilities; flood control systems including pump stations, storm drains, and catch basins and related facilities; and sewer collection systems.

Skill to:

Use computer equipment and software programs, with emphasis on how they relate to maintenance management systems and tracking of work tasks.

Ability to:

Provide administrative and professional leadership and direction for the Public Works Field Maintenance Division and the Sanitary District.

Plan, organize, direct and coordinate the work of staff; delegate authority and responsibility; select, supervise, train, and evaluate staff.

Prepare and administer large and complex budgets; allocate resources in a cost effective manner.

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Plan, organize, and direct comprehensive public works field maintenance programs.

Administer contract services.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare and administer budgets; allocate limited resources in a cost-effective manner.

Prepare clear and concise administrative, technical, and financial reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Analyze complex and technical problems related to street, flood control, storm drainage, street sweeping, parks and landscaping, sanitation and sewer, facility, and vehicle/equipment operations and maintenance; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Recommend and implement goals, objectives, policies, procedures, practices, work standards and internal controls, and benchmark productivity and unit costs, for providing effective and efficient public works related services.

Identify, respond to and resolve community, Public Works Director, and Town Manager issues, concerns, and needs.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five (5) years of responsible public works experience including two years of administrative and supervisory experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in construction/maintenance technology, personnel supervision, or a related field.

License or Certificate:

Possession of, or ability to obtain, a Class B driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to perform on-site field inspections including exertion of a moderate amount of physical effort to stoop, crouch, climb, and lift in performance of assigned duties; ability to work around construction materials in a safe manner; may be subject to uncomfortable working conditions including exposure to dust, noise, heat, cold, outdoors, vibration, confining work space, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability as needed.

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