

<a href="#">Salary Schedule</a>	<a href="#">MOU</a>	<a href="#">Benefits</a>
---------------------------------	---------------------	--------------------------

City of Alameda  
Code No. 2603  
Approved by C.S.B.  
January 7, 2004

## PUBLIC WORKS SUPERINTENDENT

---

### DEFINITION

Under general direction manages, coordinates, plans, organizes and reviews all public works operations and maintenance activities, functions and fiscal issues. Performs other related work as required.

### EXAMPLES OF DUTIES

1. Develops and implements comprehensive City-wide maintenance programs.
2. Plans, organizes, coordinates, and supervises the work of several functional groups engaged in the operation, maintenance and/or repair of traditional public works facilities including:
  - Streets, sidewalks, curbs and gutters
  - Landscaping, street trees and medians
  - Sanitary sewer systems and storm drainage systems
  - Traffic signals, parking meters, traffic control markings and signs
  - Buildings, vehicles and equipment;
and nontraditional facilities including:
  - Boat facilities, lagoon networks, street sweeping program and post-closure landfill activities.
3. Reviews work progress and effectiveness of subordinate supervisors.
4. Reviews and distributes work requests from other divisions or departments.
5. Coordinates Maintenance Services activities with other divisions, departments, citizens, and outside agencies.
6. Confers with and advises staff on policies, procedures, problems, priorities, and methods.
7. Receives and investigates complaints from citizens, public officials, civic organizations and recommends appropriate action.
8. Develops and administers safety training programs; ensures adherence to and application of safe work practices and procedures.
9. Prepares and may present various studies, analyses and reports regarding areas of responsibility including use of manpower, work methods, equipment, organizational changes, record systems, construction contracts and administrative improvements.
10. Develops goals, objectives, policies, procedures, and standards; develops and monitors division performance measurements; determines priorities, staff assignments and work methods.
11. Prepares and administers division budgets.
12. Supervises, trains and evaluates assigned staff.

### EMPLOYMENT STANDARDS

#### Education/Experience

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

Education: Graduation from an accredited four-year college or university with major course work in civil engineering, construction, or a related field.

Experience: Four years of progressively responsible public works operations and maintenance experience, including substantial supervisory experience.

#### Knowledge

Knowledge of the principles and practices of municipal public works maintenance administration; methods, materials and equipment required in the operations, repair and maintenance of buildings, streets, traffic signals, waster water systems, street trees, and other public works facilities and related equipment; safe work practices, procedures and regulations; applicable laws, codes and ordinances.

Ability

Ability to effectively and efficiently manage, coordinate and administer public works operations and maintenance activities and functions; develop and implement comprehensive maintenance programs; plan, organize, lead and oversee the operations of several work units; interpret and apply relevant state, federal, and local laws and regulations; interpret and apply complex governmental regulations; establish and maintain accurate records; plan, administer and evaluate work programs and schedules; draw valid conclusions and project consequences of decision and recommendations; prepare complex technical studies and reports; set priorities, meet deadlines, and make sound decisions; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees, public officials, other departments and agencies, and the general public, and supervise, train and evaluate assigned staff.

Special Requirements

Willingness and/or ability to coordinate and/or respond to after-hours emergency calls and other after-hours work projects, as required.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record as conditions of initial and continued employment.