

## **City of Sebastopol Job Description**

Job Title: **ASSISTANT PUBLIC WORKS SUPERINTENDENT**  
Division: Mid-Management/Unrepresented  
Department: Public Works  
Location: Public Works Corporation Yard  
Reports To: Public Works Superintendent  
Prepared By: D. Del Prete  
Approved By: City Council  
Approval Date: 02/21/2017  
FLSA Status: Exempt

### **PURPOSE**

Under department head's direction, assigns, supervises, and assists in the construction, maintenance and repair of streets, water, sewer, parks, and related public works facilities. The Assistant Public Works Superintendent serves as department head in the absence of the Public Works Superintendent.

### **DISTINGUISHING CHARACTERISTICS**

This classification is a full, supervisory-level class. Incumbents are responsible for the field supervision and training of crews implementing comprehensive street or storm drainage system maintenance programs. The Assistant Superintendent of Public Works is distinguished from the Senior Maintenance Worker class in that the latter is a lead worker class assigned to special projects and not a full supervisory class. The Assistant Superintendent of Public Works is further distinguished from the Public Works Superintendent in that the latter is a Department Head level class responsible for overseeing all functions and operations of the Public Works Department. This classification is subject to a probationary period of twelve (12) months.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Public Works Superintendent. Exercises direct supervision over assigned maintenance personnel.

**TYPICAL JOB DUTIES** include, but are not limited to, the following. Other duties may be assigned.

- Responsible for carrying out supervisory duties in accordance with the organization's policies and applicable laws, including training employees, planning, assigning, and directing work, appraising performance, addressing complaints, and resolving problems.
- Under direction of the Public Works Superintendent, supervises the repair and patching of streets and other roadways.
- Supervises the construction, maintenance and repair of parks, water and sewer lines and mains, pumping or booster systems, and related water and sewer facilities.
- Directs the operation of equipment used in construction and maintenance work.
- Addresses complaints and resolves problems related to areas of responsibility.
- Lays out and schedules work assignments.
- Checks work assignments to see that they are done properly and expeditiously.
- Estimates and orders materials needed for specific projects.

- Consults with the Public Works Superintendent in planning workload and projects to be completed.
- Checks and answers complaints received in the Public Works Department.
- Oversees the maintenance and public usability of City parks and pool.
- Oversees the maintenance of the city storm water systems.
- Perform other duties as assigned.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and EXPERIENCE**

Associate degree (A. A.) or equivalent from two-year college or technical school and two (2) to three (3) years increasingly responsible experience in public works construction and maintenance work, including experience at a lead or supervisory level; or the equivalent combination of education, training, and experience.

### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

#### **The following are required at the time of appointment:**

- Possession of a Grade 1 Wastewater Collection System Maintenance Certification
- Possession of a Grade 1 Water Distribution Operator Certification
- Possession of a T1 Water Treatment Operator Certification
- Possession of a valid, Class C California Driver's License

#### **The following are required within eighteen (18) months of appointment:**

- Possession of a Grade 2 Wastewater Collection System Maintenance Certification
- Possession of a Grade 2 Water Distribution Operator Certification
- Possession of a T2 Water Treatment Operator Certification

#### **The following is required within one (1) year of appointment:**

- Completion of Storm Water Best Management Practice Municipal course

### **LANGUAGE SKILLS**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to communicate effectively verbally and in writing. and ability to establish and maintain effective working relationships with employees, elected officials, other departments, and the public.
- This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service.
- Ability to effectively meet and deal with internal customers and the public while responding to customers in a friendly, pleasant, and professional manner using appropriate inflection, grammar, and syntax.
- Ability to handle stressful situations while establishing effective working relationships with employees, supervisors, and the general public.

Ability to maintain a professional, courteous, and pleasant demeanor in difficult, stressful situations while diplomatically dealing with difficult people. A willingness is expected to expend extra effort to help the public find answers or information relative to their inquiry or complaint.

### **MATHEMATICAL SKILLS**

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

### **REASONING ABILITY**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to utilize modern office equipment, methods, procedures and computer hardware and software, including MS Office, Excel, and Outlook.

### **OTHER QUALIFICATIONS**

- Knowledge of the principles and practices of technical and functional supervision.
- Knowledge of safe work practices, Cal-OSHA Title 8 Code of Regulations, occupational hazards, and standard safety procedures.
- Ability to establish and maintain effective working relationships with employees, supervisors, elected officials, other departments, and the public.
- Ability to maintain a professional, courteous, and pleasant demeanor in difficult, stressful situations while diplomatically dealing with difficult people.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works near moving mechanical parts and in outside weather conditions and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and risk of electrical shock. The noise level in the work environment is usually loud.