

FIELD SERVICES SUPERINTENDENT

DEFINITION

Under general direction, plans, organizes and administers the program of public service involving maintenance and repair of streets, street signs, signals and striping, street sweeping, storm drains, and operations and management of solid waste collection, recycling, diversion and disposal; performs related work as required.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed. Marginal duties (shown in italics) are those which are non-essential job function for this class.

1. Plans, organizes and directs a program to maintain all city traffic control facilities and solid waste management.
2. Collects information for budget development, establishes budget to the Field Services Manager; researches and proposes capital improvement projects; tracks and analyzes diversion data.
3. Maintains maintenance control records on all streets, signs, signals, striping, street sweeping, storm drainage, solid waste collection, diversion and disposal; ensures compliance with local, state and federal regulations.
4. Coordinates the assignment of work to maintenance and technical personnel; participates in the selection of employees; plans and implements employee training; evaluates employee performance; initiate disciplinary action.
5. Communicate with traffic control and solid waste officials in adjoining cities in addition to State and Federal regulatory agencies.
6. Coordinates work activities with other divisions and departments; reviews proposed construction projects.
7. Investigates and resolves customer complaints pertaining to areas of representative duties.
8. Represents and supports the policies and procedures established by the City Council, City Manager, Department Heads, and Division Chiefs.

EMPLOYMENT STANDARDS

Education and/or Experience

Completion of twenty-four semester units of course work in public administration, business administration or public works administration and three years of supervisory/administrative experience in municipal public works or similar operations or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge of:

Methods and techniques of street maintenance, signal, sign and striping maintenance and the equipment used in such work; methods, techniques and regulations for solid waste collection, recycling, diversion and disposal, and the equipment used in such work; knowledge of methods and techniques of street cleaning and sweeping and the equipment used in such work; supervision practices and techniques; budget administration; applicable computer software; safe work practices.

Ability to:

Plan and coordinate the work of subordinates, which includes maintenance and technical personnel; review plans and estimates relating to street, signal and storm drainage projects; establish and maintain required records and prepare reports from such records; establish and maintain effective relationships with subordinates, the public and representatives of other agencies; communicate in writing and orally; and use computer applications related to area of responsibility.

Special Requirements

Possession of or ability to obtain a valid California Driver's License.

Physical Demands

Involves some active physical work but not prolonged heavy exertion. On feet most of time involving bending, stooping, squatting, twisting, reaching, working on irregular surfaces; frequent lifting of objects up to 25 lbs. with occasional lifting weighing over 50 lbs.

WORKING CONDITIONS

Occasional exposure to unpleasant elements such as: dust, fumes, and odors, high noise levels, temperature fluctuations due to both seasonal extremes and working in and out of doors. A computer is used on an occasional basis. Travel throughout the area is required.

Date Adopted: August 6, 1996