

COUNTY OF SOLANO

PUBLIC WORKS MAINTENANCE SUPERINTENDENT

DEFINITION

Plans, assigns and directs groups of maintenance personnel and related equipment used in road maintenance, road construction, and related activities in and among the districts; provides recommendations concerning personnel actions, equipment and budgetary issues; provides assistance to the Public Works Operations Manager.

CLASS CHARACTERISTICS

This is a single position class performing the full scope of responsibility at the manager/superintendent level with responsibility for managing, planning, supervising, and coordination the operations and activities of a major organizational unit. The employee prepares and administers assigned budget(s) and participates in the development and implementation of goals, objectives, policies and priorities for assigned activities. This classification is distinguished from Public Works Operations Manager by the latter's administrative, budgetary and overall management responsibility for the Operations Division of the Transportation Department.

SUPERVISION RECEIVED AND EXERCISED

Works under administrative direction from the Public Works Operations Manager.

Exercises supervision over assigned subordinate staff.

EXAMPLES OF DUTIES *-Duties may include but are not limited to the following:*

Plans, organizes and directs the work of subordinate supervisors and personnel involved in road repair and maintenance projects such as patching pavements, repairing sub-grades, spreading rock and asphalt mix, installing culverts, repairing bridge and related structures, lined ditches and other drainage features.

Coordinates requests for specialized equipment and assigns the movement of heavy equipment from one job site to another; assigns and supervises the operation of specialized equipment; develops equipment standards; oversees equipment maintenance and repair activities.

Supervises the work of roads, traffic and channel supervisors; determines procedures, assigns and reviews work, and organizes work crew schedules; makes recommendations regarding personnel actions such as promotions, transfers, discharges and disciplinary measures; interprets County policies and enforces safety regulations; analyzes and resolves work problems or assists workers in resolving work problems; trains new workers.

Performs various project management duties; solicits bids for project; sets time frames for project completion; develops and directs projects for other departments and agencies.

May inspect County roads to determine the need for maintenance; responds to questions and complaints from the public.

Ensures security and maintenance of County facilities and equipment; maintains inventory of light and heavy equipment, tools and supplies; represents the County in communicating with other departments and agencies.

Performs various administrative tasks; develops standards and policies; maintains records and documentation; determines, prepares and submits budget information; implements and manages assigned budgets within budgetary guidelines.

Assists the Operations Manager in the performance of his/her duties, and performs the duties of Operations Manager in his/her absence.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Road maintenance methods, practices and procedures

Equipment used in road maintenance and its safe and efficient operation.

Safe work methods in traffic.

Public administration including budgeting, program planning/evaluation, and supervision.

Estimating and project management principles.

Laws, regulations, and policies relating to road maintenance and operation of heavy contracting equipment on public highways.

Daily maintenance and lubrication requirements of road construction equipment.

Skills to:

Utilize basic office equipment and operate various road maintenance equipment including a tractor, trailer, backhoe, grader, excavator, and other heavy equipment.

Drive a motor vehicle.

Ability to:

Read and understand maps and blueprints.

Plan, organize and direct road maintenance programs/services.

Inspect roads and channels for deficiencies and take corrective action.

Establish priorities, schedule, and direct road and channel maintenance, including road reconstruction.

Understand, interpret and explain laws, regulations and policies governing road maintenance program operations.

Develop and implement road maintenance procedures.

Identify and analyze problems and implement operational changes.

Communicate effectively with people of diverse socio-economic backgrounds and temperaments.

Determine the appropriate course of action in emergency or stressful situations.

Prepare, implement and manage budgets.

Comply with laws, regulations and professional practices governing road maintenance program services and operations.

Experience and Education/Training

Experience:

Three years of road maintenance and construction experience one of which must have been in a supervisory capacity.

SPECIAL REQUIREMENTS

Possession of a valid Class C California driver's license is required. May require possession of a current, valid Class A or B license, as appropriate.

SUPPLEMENTAL INFORMATION

Independent travel is required.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and

materials of moderate weight (12-20 pounds). May occasionally be required to push, pull and/or move objects of heavier weights up to 50 pounds.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Must be able to work in an extremely hot environment with materials approaching excessive heat levels. Incumbents will work outdoors in all types of weather conditions.

Director of Human Resources

Established Date: June, 1991

Revised Date: June, 2002

Revised Date: May 23, 2003

BOS Date: June 30, 2003

I:\Classification\Class Specs\ParaProf specs\Public Works Maintenance Superintendent.doc