

## PUBLIC WORKS SUPERINTENDENT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under administrative direction, directs, manages, supervises, and coordinates functions and program areas of the Public Works Department, as assigned, which may include the City's water or wastewater, streets, and storm drain systems; ensures federal and state regulatory compliance; maintains an operations and maintenance records management system; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Director of Public Works. As assigned, this position may serve as the "Chief Operator of the Water System" as required by the State Water Resources Control Board and also as the City's "Water Purveyor."

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assume management responsibility for assigned services and activities of the Public Works Department including water production and distribution, wastewater collection, treatment, and disposal, as well as operation and maintenance of the City's streets and storm drain systems.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend appropriate service and staffing levels within departmental policy.
4. Plan, direct, coordinate, and review the work plan for assigned staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of the assigned division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
7. Assist in the preparation of the City's Capital Improvement Program as related to water, wastewater, streets, and storm drainage facilities and appurtenances, as assigned.
8. Develop and standardize maintenance and operating procedures and methods to meet state and federal regulations and improve the efficiency and effectiveness of operations and maintenance activities.
9. Prepare specifications, estimates, and bids for machinery, tools, equipment, and contract services; recommend, monitor, and administer contracts for consulting, construction or other services as necessary; inspect work in progress and authorizes payment for work performed.
10. Monitor changes in regulatory agency laws and regulations; evaluate their impact upon City activities; recommend and implement policy and procedure changes as required.

**CITY OF CERES****Public Works Superintendent (*Continued*)**

11. Develop, implement, and ensure adherence to the assigned division's Safety Program, Standard Operating Procedures, and OSHA regulations.
12. Produce required regulatory reports and ensure compliance with regulatory requirements, laws, codes, and enforcement actions.
13. Maintain accurate records and files; prepare periodic and special reports as required, including those mandated for submission to the Regional Water Quality Control Board (RWQCB) and to the State Water Resources Control Board (SWRCB), when assigned.
14. Prepare records related to operations, test results, work performed, and materials and supplies used; maintain accurate records and files; prepare periodic and special reports as required.
15. Research special projects, evaluate alternatives, prepare reports and recommendations; write correspondence, and respond to public and regulatory agency inquiries and provide pertinent information.
16. Respond to emergencies as required; coordinate activities with other responders to provide effective response; direct the work of staff and utilization of resources to affect operational effectiveness and ensure the safety of the community.
17. Serve as the liaison for the assigned division with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
18. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
19. Provide responsible staff assistance to the Public Works Director; conduct a variety of organizational studies, investigations, and operational studies; prepare agenda reports; recommend modifications to programs, policies, and procedures as appropriate.
20. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the fields related to water production and distribution, construction, operation, maintenance and repair of wastewater, streets, and storm drain systems; incorporate new developments, as appropriate, in assigned division.
21. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
22. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operational characteristics, services and activities associated with water production and distribution systems, construction, operation, maintenance and repair of wastewater, streets, and storm water systems, and related facilities and equipment.
- Principles and practices of water treatment and distribution
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.

**CITY OF CERES****Public Works Superintendent (*Continued*)**

- Principles and practices related to the operation and preventive maintenance of piping systems, including pipes, valves and related appurtenances.
- Safety equipment and practices related to the work, including the handling and storage of hazardous chemicals, electrical systems, and confined space procedures.
- Pertinent federal, state, and local laws, codes, and regulations including related environmental and health codes.
- Modern office procedures, methods, and equipment including computers.
- Computer applications such as word processing, spreadsheets, and statistical databases.
- The operation and maintenance of a variety of hand and power tools, vehicles and power equipment.
- Safe work practices in the construction, maintenance and operation of wastewater, streets, and storm drain systems and treatment plants.

**Ability to:**

- Oversee and participate in the management of assigned programs and functions of the Public Works Department including services and activities associated with water production and distribution systems, construction, operation, maintenance and repair of wastewater, streets and storm water systems, and related facilities and equipment.
- Oversee, direct, and coordinate the work of lower-level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of division goals, objectives, and procedures.
- Prepare and administer budgets.
- Recognize and correct unusual, inefficient or dangerous operating conditions.
- Read a variety of gauges, charts and meters, record data accurately and make appropriate process adjustments.
- Conduct standard chemical and physical tests of treated and untreated wastewater and related materials.
- Read and interpret applicable plans, specifications and diagrams.
- Analyze, interpret, apply and enforce regulations and policies.
- Prepare clear and concise administrative and financial reports, correspondence, procedures and other written materials.
- Maintain accurate operational, laboratory testing and maintenance records and files.
- Organize work, set priorities, and meet multiple deadlines.
- Make sound, independent decisions within established regulatory, policy and procedural guidelines.
- Construct, maintain and repair streets, sidewalks, curb and gutter utilities.
- Demonstrate tact and diplomacy with the public.
- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Obtain any licenses or certifications required under government compliance that may be mandated over the course of employment for this classification.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**CITY OF CERES**  
**Public Works Superintendent (*Continued*)**

**Education/Training:**

A Bachelor's degree in business or public administration, engineering, physical sciences, or a related field.

**Experience:**

Six years of increasingly responsible public works experience including, and dependent on area of assigned responsibility, three years of administrative and supervisory responsibility in the operation and maintenance of a wastewater treatment plant, water production, treatment, and distribution systems, and associated facilities and/or the operation and maintenance of storm drain systems, street lights and traffic signals, and street and sidewalk utilities, facilities and equipment.

**License or Certificate:**

Possession of an appropriate, valid California driver's license. A Class B license issued by the California Department of Motor Vehicles with air brake, hazmat and tank endorsement is desirable.

**Wastewater Division:**

- Possession of a Wastewater Plant Operator Grade III certificate issued by the State Water Resources Control Board is highly desirable.

**Streets/Storm Water Division:**

- Possession of a Collection System Maintenance Grade I certificate issued by the California Water Environmental Association within 12 months of employment.
- Possession of a Collection System Maintenance Grade II certificate issued by the California Water Environmental Association within 24 months of employment.

**Water Division:**

- Possession of a Water Distribution Operator Grade III certificate issued by the State Water Resources Control Board at time of employment.
- Possession of a Water Treatment Operator Grade III certificate issued by the State Water Resources Control Board at time of employment.
- Possession of Backflow Prevention Assembly Tester certificate issued by the American Water Works Association within 12 months of employment.
- Possession of a Cross Connection Control Specialist certificate issued by the American Water Works Association, within 18 months of employment.
- Possession of a Water Conservation Practitioner II certificate issued by the American Water Works Association within 24 months of employment.

**CITY OF CERES**  
**Public Works Superintendent (Continued)**

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Work is performed primarily in a standard office setting with some work performed in a plant setting and outdoor field environment; some travel from site to site; some exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; incumbents may be required to respond to emergency calls after hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

Bargaining Group: Mid-Management

FLSA Status: Exempt

April 26, 2023 (Rev 2023)

**ACKNOWLEDGMENT**

I acknowledge that I have read the job description and requirements for the Public Works Superintendent position and I certify that I can perform these functions.

---

Applicant Signature

---

Date

---

Witness

\*Management has the right to add or change these duties of the position at any time.