



TOWN OF LOS GATOS

PARKS & PUBLIC WORKS SUPERINTENDENT

Class Code: 2630
Department: Parks and Public Works
Supervisor: Parks and Public Works Director

Management / At-Will
FLSA Status: Exempt

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

CLASS SUMMARY

Under general direction from the Parks and Public Works Director, the Public Works Superintendent manages the Public Works Maintenance Division of the Parks and Public Works Department and is responsible for assigned departmental and town wide programs and operations activities. Areas of responsibility may include maintenance and reconstruction of surface, subsurface and structural improvements in the street right-of-way, parks and park structures, street landscaping and public and quasi-public areas; procurement and maintenance of Town-owned vehicles and equipment, facility maintenance, and environmental programs. The Public Works Superintendent chairs the Town's Safety and Health Committee, helps identify safety training needs and implements training to ensure compliance with state and federal mandates.

DISTINGUISHING CHARACTERISTICS

The Public Works Superintendent is an "At-Will," management level, single position. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This classification differs from the lower-level classification of the Parks and Public Works Operations Manager in that the Public Works Superintendent is responsible for more expansive operations management across multiple operational units.

SUPERVISION RECEIVED AND EXPECTED

The position reports directly to the Director of Parks and Public Works. Exercises general and direct supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Directs, oversees and participates in the development of the Public Works workplan; develops and implements departmental goals, objectives, work plans, reports, policies and procedures; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; monitors work flow and conducts organizational and operational reviews and makes modifications, as needed.
- Prepares budgets for the areas of responsibility; assists in budget implementation; participates in forecast of additional funds needed for staffing, equipment, materials, and supplies.
- Plans, organizes and schedules activities related to maintenance; establishes work priorities involving maintenance, repair, and purchases/replacements; plans and schedules maintenance/repair activities; develops programs for routine and preventive maintenance of all assets.
- Attends meetings with outside agencies and organizations to help develop solutions to problems or issues of mutual concern; participates in outside community groups and professional groups and committees; provides technical assistance, as needed.
- Researches and prepares technical and administrative reports; prepares written correspondence.
- Receives, researches and responds to the more difficult public relations problems.
- Provides high level and staff assistance to the Director of Parks & Public Works in planning, organizing, staffing, directing, reviewing and evaluating department activities and programs, as assigned.
- Provides for the selection, training, professional development, and work evaluation of subordinate staff, and makes recommendations on hiring, termination, promotion, and discipline, as required.
- Manages the storage, disbursement and use of related supplies and materials;
- Serves as the Department's liaison staff member to the Parks Commission.
- May attend meetings and present information to the Town Council, various committees and commissions, and citizen organizations.

- Interprets and applies applicable regulations, requirements and policies related to assigned area.
- Recommends and enforces safety measures and programs; ensures that records are properly maintained.
- Responds to or coordinates interdepartmental responses to inquiries, concerns, suggestions and complaints in a timely and professional manner.
- Establishes and maintains effective working relationships with those contacted in the course of work.
- Ensures that assigned staff, consultants and contract employees conduct work in a safe manner in accordance with established procedures.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable State, Federal and local laws, regulations, and policies as they relate to assigned area of responsibility.
- Principles and practices of public works operations in areas such as pavement and sidewalk construction and maintenance, parks maintenance, facility maintenance, and fleet maintenance.
- Safety regulations and practices pertaining to work performed.
- Effective supervisory and leadership techniques.
- Project and contract management practices in a public agency setting.
- Practices of researching issues, evaluating alternatives, and making sound recommendations.
- Principles and practices for developing, implementing, delivering, managing, and evaluating projects and programs.
- Principles and practices of budget development, administration, and accountability.
- Conflict resolution skills.
- Professional level writing techniques, including proper grammar, spelling, vocabulary, and punctuation.

Ability to:

- Organize, plan, administer and manage a Town-wide program of parks, streets, facilities, and vehicle maintenance.
- Effectively work with partner departments to deliver internal services.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations, technical written material, and Town policies and procedures.
- Effectively represent the department and the Town in meetings with governmental agencies, community groups, businesses; professional, educational, and regulatory organizations; and in meetings with developers, contractors and the public.
- Establish, maintain, and foster positive and effective working relationships and networks with those contacted in the course of work.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, legal descriptions, and other written materials.
- Engage constructively with differing or conflicting public opinion.
- Consider broad input and prioritize accordingly.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet deadlines.
- Manage and advance multiple priorities, including large and complex projects, concurrently, on-time, and within budget.
- Operate modern office equipment, including computer equipment and software programs relevant to the work performed.
- Plan, organize, direct, and review the work of professional, sub-professional, and contract personnel.
- Effectively supervise, train, motivate and evaluate assigned personnel.
- Direct and conduct work in a safe manner in accordance with established procedure.
- Communicate effectively in person, over the telephone, and in writing.
- Work independently and in a team setting.

- Consistently demonstrate professionalism, ethical integrity, and exceptional customer service.
- Celebrate the achievements and success of the organization.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

A Bachelor's Degree from an accredited college or university in civil or structural engineering, construction management, public administration or closely related field is desirable.

Completion of high school or equivalent GED and college course work in civil or structural engineering, construction management, public administration or a closely related field may be considered in lieu of a Bachelor's Degree. Additional years of experience of relative complexity may substitute for college course work.

Six (6) years of increasingly responsible experience in construction, maintenance, and repair of municipal public works facilities or services, at least two of which must be in a supervisory/managerial position required.

License and Certification:

Possess and maintain a valid California Driver's License and a safe driving record necessary to operate assigned vehicle(s). May be required to obtain and maintain a valid Commercial Class A or B California Driver License within twelve (12) months of hire. May be required to obtain endorsements. May be required to participate in the Department of Transportation Drug and Alcohol testing program, which includes submission to random drug and alcohol testing.

PHYSICAL DEMANDS

The individual in this classification will generally work 75% indoors and 25% outdoors. While indoors the individual must possess mobility to work in a standard office setting and use standard office equipment. While outdoors the individual will inspect Town traffic sites, including traversing uneven terrain, climbing ladders, stairs; operating a motor vehicle; visiting various Town and meeting sites; and working alongside field crews. The individual should have visual capability to read printed materials and a computer screen; and have hearing and speech abilities to communicate in person, before groups, and over the telephone. Standing for long periods of time and walking between work areas and to conduct inspections is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator, operate standard office equipment, and handle and feel objects, tools, or controls. The individual in this classification occasionally bends, stoops, kneels, reaches, pushes, and pulls drawers, open and closed, to retrieve and file information. Must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

Climbing	Occasionally	Balancing	Occasionally	Stooping	Occasionally
Kneeling	Occasionally	Lifting	50 lbs.	Standing	Occasionally
Crawling	Occasionally	Reaching	Occasionally	Walking	Occasionally
Talking	Frequently	Grasping	Frequently	Pushing	50 lbs.
Hearing	Frequently	Feeling	Occasionally	Carrying	50 lbs.
Crouching	Occasionally	Running	Occasionally		
Pulling	50 lbs.	Seeing	Frequently		

ENVIRONMENTAL ELEMENTS

Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee also works in the field and will be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, construction equipment, and mechanical and/or electrical hazards.

WORKING CONDITIONS

Work schedule may include occasional irregular hours. The work schedule will include the need for irregular after hours work as part of the normal job duties, including 24x7 availability for response to emergencies.

In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Human Resources Department.

The Town of Los Gatos is an Equal Opportunity Employer.