

PUBLIC WORKS MAINTENANCE SUPERINTENDENT

DEFINITION

Under general direction, to plan, organize, direct, and coordinate the road and bridge maintenance and construction functions of the County Public Works Agency; to perform or direct complex public works, subdivision, and encroachment inspections; to plan, organize, and coordinate a variety of construction and maintenance projects; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position classification which has overall responsibility for the management and supervision of the maintenance and construction of County roads and bridges.

REPORTS TO

Public Works Director.

CLASSIFICATIONS DIRECTLY SUPERVISED

Public Works Maintenance Supervisor, Public Works Maintenance Worker I, II, III, Public Works Maintenance Lead Worker, Power Equipment Mechanic, Bridge & Sign Maintenance Specialist.

EXAMPLES OF DUTIES

Directs, manages, supervises, and coordinates the maintenance, construction, and repair of County roads, bridges, drainage systems, and other public work facilities; develops and implements project schedules for road striping and pavement marking, equipment maintenance, weed abatement, litter removal, and traffic sign installation; performs or directs complex public works, subdivision and encroachment inspections; may take samples and is responsible for materials testing; collects data for office analysis; reviews field activities for contract compliance; develops and implements long range maintenance, construction and repair plans; inspects roads, bridges, and other public works facilities for deficiencies; recommends corrective action and priorities for maintenance and repair of facilities; directs the initiation of new projects; reviews assigned projects and estimates labor, materials, and equipment requirements; receives, investigates, and deals with public complaints regarding assigned areas of responsibility; develops, implements, and monitors a unit budget; develops and enforces maintenance and equipment policies for Public Works road crews; reviews and takes action on personnel matters within delegated limits; makes analyses of work procedures, progress, and program costs and develops recommendations to increase efficiency; prepares budget material and reviews ongoing costs against budgeted authority; recommends items for inclusion in annual division budget; assists with estimating and projecting the capital improvement program budgets; reviews and provides advice on unusual work and

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public relations problems; instructs assigned employees and the division on policy changes and the handling of difficult problems; prepares special reports as required; oversees and directs implementation or revision of safety programs; maintains an adequate inventory of materials and equipment to accomplish assigned projects.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; normal manual dexterity and eye-hand coordination; driving a motor vehicle almost daily for several hours to multiple sites, requiring frequent entering and exiting of vehicle; corrected hearing and vision to normal range; verbal communication; use of maintenance equipment such as backhoe, graders, front end loader, snowplow.

TYPICAL WORKING CONDITIONS

Work is performed both in an office and outdoors; exposure to variations in temperature and humidity; work is performed in an environment with constant noise; some exposure to grease and oils; exposure to moving machinery and electrical current and driving motor vehicles; constant contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- The planning, design, and construction of public works projects, including road and bridge maintenance and construction.
- Laws, rules, codes, and safety regulations related to the maintenance, construction, and operation of roads, bridges
- Operation and routine maintenance of construction equipment including loaders, graders, trucks, rollers, and related equipment.
- Provisions of the California Vehicle Code relating to the operation of medium and heavy equipment on streets and roads.
- Work safety methods and programs.
- Principles and techniques of supervision, training, safety, and performance evaluation.

Ability to:

- Plan, organize, direct, manage, and supervise County road, and bridge functions and operations.
Obtain detailed knowledge of the geography of the County and locations of County roads.
- Inspect public works facilities and roads for deficiencies and develop recommendations for corrective action.
Perform or direct complex public works, subdivision, and encroachment inspections.
- Establish priorities and direct the activities of work units through assigned supervisors.

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- Plan, organize, and direct public works projects.
- Develop work procedures.
- Accurately estimate costs, time, equipment, and materials needs for maintenance and construction projects.
- Effectively schedule road maintenance activities.
- Operate power equipment including loaders, graders, trucks, rollers and related equipment.
- Maintain time and equipment records.
- Prepare clear and concise reports.
- Effectively represent the Public Works Agency in contacts with the public and other government agencies.
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three (3) years of experience performing work comparable to that of a Public Works Maintenance Supervisor or Inspector with Amador County.

Special Requirements: Possession of an appropriate valid and current California Driver's License required to meet the performance requirements of the position.

Incumbents transporting hazardous materials may be required to possess special endorsements.