

CITY OF LATHROP
UTILITY AND STREET MAINTENANCE SUPERINTENDENT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, oversees the Utility and Street Maintenance divisions of the Public Works Department; plans, organizes, and coordinates the work of staff responsible for repair, maintenance, and operational work in streets, storm drains, water distribution and wastewater collection systems; ensures safe work practices, work quality, and accuracy; serves as a technical resource for assignee\ work crews, the Assistant Public Works Director, and Director of Public Works/City Engineer; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Utility and Street Maintenance Superintendent** is a management level class responsible for planning and organizing the work activities of utility and street maintenance staff. Areas of responsibility include streets, storm drains, streetlights and signals, sidewalks, and the water distribution and wastewater collection systems. This classification is distinguished from the next higher classification of Assistant Public Works Director in that the latter has overall responsible for the assigned divisions within the Public Works Department and serves as Director of Public Works/City Engineer in his or her absence.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Assistant Public Works Director or Director of Public Works/City Engineer Exercises direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Accepts responsibility for planning, organizing, and coordinating, the work activities of operations staff responsible for the construction, maintenance, repair and/or operation of streets, storm drains, streetlights and signals, sidewalks, and the water distribution and wastewater collection systems; coordinates the work of assigned divisions with other City departments and divisions, outside agencies, community groups, and the public.
- Develops policies and procedures; recommends programs, projects, and work assignments to the Assistant Public Works Director and Director of Public Works/City Engineer; monitors work activities to ensure safe work practices, work quality, and accuracy; develops and maintains short and long-range maintenance schedules for assigned areas; ensures compliance with applicable rules, policies and procedures
- Establishes performance goals for crews and individual employees; participates in the selection, training, and evaluation of maintenance personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates disciplinary procedures as is appropriate.
- Develops schedules and methods for performing assigned duties; maintains appropriate work records and documents, which may include time sheets, work orders, and inventories; plans, assigns, and directs field construction and maintenance projects.
- Prepares technical and/or analytical reports on operations as necessary; participates in budget preparation;

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administers and monitors approved budgets; prepares project cost estimates; orders supplies, tools, and materials; reviews and monitors purchase orders; participates in the equipment procurement process; monitors and controls supplies and equipment.

- Assists in the preparation of the Department's Capital Improvement Program; develops and completes annual street slurry seal and street maintenance programs; develops and implements annual curb, gutter, and sidewalk replacement program; prepares and administers grants.
- Responds to the more difficult questions and concerns from the general public, contractors, vendors, and outside agencies; provides information as is appropriate and resolves public service or operational complaints; establishes and maintains a customer service orientation within the Division.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Responsible for overseeing adherence of maintaining hazardous materials and supply inventory in an organized, clean, and safe configuration.
- Ensure daily/weekly/monthly, etc. inspections of the facility are conducted, including all hazardous materials and hazardous waste.
- Ensure hazardous material and/or hazardous waste inspection logs and facility records are maintained.
- Ensure ongoing maintenance and complete corrective actions are performed to maintain waste facilities and equipment in safe working condition in accordance with Permit conditions.
- Oversee procedures for waste management and hazardous material or chemical handling, including sampling, weighing, and storing chemical containers are followed.
- Oversee proper procedures are followed for preparing and completing hazardous waste profiles, manifests, shipping documents, and maintaining waste processing records.
- Ensure current records for hazardous waste shipping manifests, supporting documentation, hazardous waste tracking documents etc. are properly maintained.
- Follow prescribed safety procedures and comply with state and federal laws regulating hazardous materials handling, hazardous waste management, and proper disposal methods.
- Participate in hazardous material and waste management training and professional development activities, including necessary certification.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents and acute hearing is required when providing phone and personal service. The nature of the work may require the incumbent to work outdoors and lift equipment and materials weighing in excess of 25 pounds and occasionally requires working in heavy traffic conditions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

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QUALIFICATIONS:

(The following are minimal qualifications necessary for entry into the classification.)

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Utility and Street Maintenance Superintendent. A typical way of obtaining the required qualifications is to possess the equivalent of four years of increasingly responsible experience in public works, parks or facilities maintenance, construction, and/or contract administration, including three years as a lead worker or supervisor of maintenance activity, and a bachelor's degree with major course work in civil engineering, business administration construction management, or related field.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license

Training Requirements:

- Initial training - CA Title 22 Hazardous Waste Generator Training (4 hour), DOT Hazmat Shipper Function Specific Training (4 hour), Site Specific Emergency Response Contingency Plan Action Guide Training (2 hour), HAZCOM Training (2 hour), HAZWOPER Initial Training (4024 hour), HAZWOPER Supervisor Training (8 hour).
- Annual Refresher - CA Title 22 Hazardous Waste Generator Training (4 hour), Site Specific Emergency Response Contingency Plan Action Guide Training (2 hour), HAZCOM Training (2 hour), HAZWOPER Refresher Training (8 hour).
- Refresher - DOT Hazmat Shipper Function Specific Training (4 hour) required every 3 years.

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KNOWLEDGE/ABILITIES/SKILLS: (The following are a representative sample of the KAS's necessary to perform essential duties of the position.)

Knowledge of:

Modern practices, techniques, and materials used in maintenance, construction, repair, or operation of streets and utilities; operating characteristics and safety requirements for operation of trucks, construction vehicles, and other heavy and light equipment; principles and practices of program and budget development, administration, and evaluation; methods and techniques of supervision, training, and motivation; basic principles of mathematics; applicable federal, state, and local laws, codes, and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Manage and direct the operations and activities of the Utility and Street Maintenance divisions; estimate time, materials, and equipment needed to complete projects; read and understand plans and specifications; develop and administer a budget; supervise and participate in the establishment of division and/or department goals, objectives, and methods for evaluating achievement and performance levels; coordinate and conduct training programs for staff; respond to issues and concerns from the community; plan, organize, train, evaluate, and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications.