

**ASSISTANT SUPERINTENDENT OF PUBLIC WORKS**

**DEFINITION**

To supervise and participate in the installation, construction, repair and/or maintenance of public street and drainage facilities, parks and landscaping, community projects and facilities, and provide administrative assistance.

**DISTINGUISHING CHARACTERISTICS**

Job function involves the responsibility for day-to-day supervision of field maintenance personnel involved in the repair and maintenance of the Town's public works systems, buildings and park facilities. Duties involve performing the more technical and difficult tasks relating to these systems, as well as the operation of power driven equipment. Performs personnel management and administers Department's safety program and instructions.

**SUPERVISION RECEIVED AND EXERCISED**

General supervision is provided by the Superintendent of Public Works.

Responsibilities include the technical and functional supervision of all field maintenance personnel.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS/DUTIES**

- Receive written and oral work assignments, and assist in determining equipment, personnel and material needs.
- Provide field supervision and participate in the installation, repair, and maintenance of public works equipment, buildings and park facilities.
- Assist in identifying job priorities and budgetary limitations. Explain the impact of work projects to adjacent property owners and residents.
- Insure the use of safe procedures and equipment, and implement Department training program.
- Establish and direct work methods of a small crew and assign specific tasks.
- Operate and assist in maintenance of moderate to heavy construction equipment including skip loaders, power sweeper, backhoes, tractors and trucks.

- Maintain work, time, equipment and material records; make reports of work performed.
- Perform the more difficult and complex public works tasks, and assist in annual budget preparation.
- Respond to emergency situations, and assist local residents and public with streets, drainage, park maintenance, irrigation and landscaping problems.
- Serve as Acting Superintendent of Public Works as assigned.
- Perform related duties as assigned by Supt. of Public Works.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

- Methods, materials, practices and equipment generally used in the construction, maintenance and repair of public streets and drainage systems.
- Methods, materials, practices and equipment generally used in the construction, maintenance and repair of park facilities and irrigation systems.
- Materials, methods and tools used in the installation, operation, repair and maintenance of street, drainage and related facilities.
- Safety procedures necessary for working with hand tools and motorized equipment.
- Legends, markings, sizes and location of traffic control devices as required by local, state and federal regulations.
- Administration and budgetary controls.

#### **Ability to:**

- Operate a variety of heavy construction and maintenance equipment.
- Keep records, prepare reports and understand budget.
- Understand and interpret engineering plans and work orders.
- Work effectively with Town employees and the general public.
- Estimate costs and determine personnel and equipment needs.

- Work under emergency conditions.
- Provide supervision to subordinates and leadership within the department.

### **Experience and Education**

#### **Experience:**

Five (5) years public works supervision or related maintenance, construction and administrative experience.

#### **Education:**

Associate of Arts Degree or Equivalent, supplemented by specialized training in construction, maintenance, equipment operation and administration.

#### **License or Certificate:**

Possession of valid California driver's license.