



## PUBLIC WORKS SUPERINTENDENT

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Application materials will be accepted until the position is filled;  
the priority screening date\* is Friday, Nov 19, 2021.

Submit Cover Letter, Résumé, and completed application by email to [recruiting@kingcity.com](mailto:recruiting@kingcity.com), in person, or by mail to Human Resources, 212 S. Vanderhurst Ave., King City, CA 93930.

The application can be picked up at City Hall or downloaded from the King City website at <http://www.kingcity.com/employment-opportunities/current-job-openings/>. Applications without the required documents **will not** be considered.

*\*All application materials must be received by the priority screening date for a guaranteed review. Applications received after this date will be considered on a needed basis until the position is filled.*

*The City of King is an Equal Employment Opportunity Employer*

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### JOB DESCRIPTION

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**Job Title:** Public Works Superintendent  
**Department:** Public Works  
**Reports To:** City Manager or the Public Works Director  
**Employee Type:** Full-Time  
**FLSA Status:** Exempt  
**Salary:** \$74,812 - \$95,482 annually DOQ

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### DEFINITION

Under general direction, supervises, evaluates and participates in the work of crews responsible for construction, repair, maintenance and operational work in Public Works maintenance units such as streets and sewers, parks, building and grounds; ensure safe work practices, work quality and accuracy; maintains appropriate work records which may include time cards and work orders; serves as technical resource for assigned work crews and the Director of Public Works or the City Manager; and performs other related duties as required.

### DISTINGUISHING CHARACTERISTICS

The **Public Works Superintendent** is the supervisory level class responsible for assigning and supervising the work of crews engaged in construction, repair, and maintenance work. This classification is distinguished from the next higher classification of Director of Public Works in that the latter is responsible for the overall management of the department.

### SUPERVISION RECEIVED AND EXERCISED

Position reports directly to the Director of Public Works or the City Manager. Position directly and indirectly oversees Lead Maintenance Worker, Street Sweeper Operator, Maintenance Workers I and II, and other assigned staff.

## **ESSENTIAL FUNCTIONS STATEMENT**

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

- Plans, coordinates, prioritizes, monitors, and participates in the work of crews responsible for construction, maintenance, repair and/or operation of streets, sewers, equipment maintenance, parks, buildings, and grounds; provides day-to-day leadership to assigned crews; coordinates the work of the unit with other City departments and divisions, outside agencies, community groups and the public.
- Street, Sewers and Equipment Maintenance: Supervises and participates in the construction, maintenance and repair of City streets, sewer collection system, storm drains and ditches, road markings, striping and delineators, streetlights and signs, and City vehicles and powered equipment; inspects the wastewater plant on a routine basis; oversees the collection and analysis of wastewater samples; oversees and participates in the preparation or required regulatory reports.
- Parks, Buildings and Grounds: Supervises and participates in the construction, maintenance and repair of City parks, playgrounds, athletic fields, pools, racquetball and tennis courts, buildings, ground, and related facilities; oversees and inspects street trees; coordinates and participates in the application of pesticides and herbicides; oversees and participates in the preparation of required regulatory reports.
- Performs difficult and complex maintenance and construction duties of the work unit, including reading and interpreting construction plans and specifications; provides technical assistance to field crews; coordinates with contractors providing services to the City; performs inspections of construction and maintenance work in assigned areas of responsibility; inspects assigned areas for unsafe conditions on a routine basis; responds to afterhours callouts as assigned.
- Participates in the development of policies and procedures; recommends programs, projects, and works assignments to the Director of Public Works or the City Manager; assigns work to existing crews; monitors work activities to ensure safe work practices, work quality and accuracy; coordinates and provides ongoing safety training programs; 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 the responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates disciplinary procedures as is appropriate.
- Develops and maintains short and long-range maintenance schedules for assigned areas; assists in the development of cost estimates for implementation of maintenance programs; maintains tracking systems for all work.
- Develops schedules and methods for performing assigned duties; maintains appropriate work records and documents which may include time sheets, work orders and inventories; prepares statistical and/or analytical reports on operations as necessary; plans, assigns, and directs field construction; participates in budget preparation and monitors approved budgets; prepares project cost estimates; order supplies, tools, and materials; participates in the equipment procurement process; monitors and controls supplies and equipment.
- Responds to questions and concerns from the general public, contractors, vendors and outside agencies; provides information as appropriate and resolves public service or operational complaints; establishes and maintains a customer service-oriented unit.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

## **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, squatting, stooping, grasping and repetitive hand movement in the performance of daily activities. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighting 25 pounds or more is also required. Additionally, the incumbent in this outdoors position works in all weather conditions including wet, hot, and cold. The incumbent may use cleaning and lubricating chemicals which may expose the employee to fumes, dust, and air contaminants, and the incumbent may be exposed to mechanical hazards. The nature of work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment; enter confined spaces; work in heavy vehicle traffic conditions and often work with constant interruptions. The incumbent may be required to respond to emergency calls above the normal hours of operation.

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

## **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 **Public Works Superintendent**. A typical way of obtaining the required qualifications is to possess four years of increasingly responsible experience in public works and experience related to the areas of assignment, including one year as a lead or supervisor of a work crew, and a high school diploma; or equivalent combination. An Associate's degree from a two-year college or technical school is highly desirable. Bilingual, fluent in Spanish preferable.

### **License/Certificate**

Possession of, or ability to obtain a valid Class C California Driver's License and a California Qualified Pesticide Applicator Certificate. Position may require possession of a Grade I Wastewater Certificate from the California State Water Quality Board.

## **KNOWLEDGE/ABILITIES/SKILLS**

The following are a representative sample of the knowledge, abilities, and skills necessary to perform essential duties of the position.

### **Knowledge**

Practices, techniques and materials used in maintenance, construction, repair or operation of streets, sewers, equipment maintenance, parks, recreation facilities, buildings and grounds; operating characteristics and safety requirements for operation of trucks, construction vehicles and other heavy and light equipment; principles and practices of administering a budget; basic principles in mathematics; applicable federal, state, and local laws, codes and regulations; methods and techniques of scheduling work assignments; methods and techniques for record keeping and report preparation; modern office equipment including a computer and applicable software; proper English, spelling and grammar; and occupational hazards and standard safety practices.

### **Abilities**

Supervise and direct operations and activities of a variety of Public Works maintenance units; estimate time, materials, and equipment needed to complete projects; read and understand plans and

specifications; coordinate and conduct training programs for staff; respond to issues and concerns from the community; respond to afterhours call-outs and live within a sixty-mile radius of the downtown City area within three months of employment; plan, organize, train, evaluate and direct work of assigned staff; 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; and establish and maintain effective working relationships.

**Skills**

Operate an office computer and a variety of word processing and software applications; safely and effectively operate a variety of maintenance and construction equipment, tools, and materials.

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**The provisions of this announcement do not constitute an expressed or implied contract, and any provision in this announcement may be modified or revoked without notice.**

**The City of King is an Equal Employment Opportunity Employer and encourages minorities, women, and persons with disabilities to apply. Should you require any accommodation for testing due to a disability, please call the Human Resources Office at (831) 385-3281.**