

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Public Works Superintendent – Job Description
POLICY NUMBER: 2310
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2310.10 The Public Works Superintendent is hired and evaluated annually by the General Manager. The Public Works Superintendent, a member of the District management team, is the supervisor of the Public Works Department, working under District Board policy and guidance of the General Manager. This position exercises independent decision-making authority and discretion and works under minimal supervision with regard to the duties listed herein and is accountable to the General Manager.

2310.11 The Public Works Superintendent is exempt from overtime pay as an executive employee pursuant to Section 2080.60 of Board Policy.

2310.12 The Public Works Superintendent is required to carry the on-call phone when the District has less than two (2) operators on staff and will be paid according to the District MOU with Operating Engineers Local Union NO. 3.

2310.20 The Public Works Superintendent:

2310.21 Performs complex and specialized supervisory, administrative tasks, technical and maintenance work in the planning, construction, operation, repair and maintenance of the District’s water and sewer infrastructure and treatment systems, refuse operations, public buildings, facilities, grounds, parks and rolling stock.

2310.22 Trains, directs and supervises District’s maintenance, utility, refuse, assigned clerical and professional staff.

2310.23 Assists the General Manager in preparation of the annual budget, plans purchases and capital improvements for the field operations departments, administers adopted budget in assigned area of responsibility.

2310.24 Evaluates daily work load, creates work schedules daily, determines priorities, insures that operations, plans and personnel are sufficient to meet day-to-day as well as emergency situations, determines applicable codes, regulations and requirements for assigned projects.

2310.25 Responsible for maintaining compliance with various operating permits such as the Department of Health Services Drinking Water Permit, Regional Water Quality Control Board Stormwater, Refuse Collection Permit and Waste Discharge Permits.

2310.26 Coordinates work with other agencies.

2310.27 Responds to public inquiries, complaints and/or requests for emergency service in a courteous manner, provides information within areas of assignment, resolves complaints in an efficient and timely manner.

2310.28 Evaluates performance and completes annual written performance evaluations of all public works employees.

2310.29 Attends board meetings of the Board of Directors, training programs and meetings.

2310.30 The Public Works Superintendent further:

2310.31 Consults with the General Manager on priorities, plans and policies.

2310.32 Reviews project development plans for compliance with ordinances, regulations and standards, adequacy of applications for service or development and compliance with approved plans.

2310.33 Prepares and/or reviews safety reports and programs, conducts safety meetings and training, prepares and implements operating procedures in compliance with the District Injury and Illness Prevention Program.

2310.34 Prepares required state, federal and local agency reports.

2310.35 Maintains harmony among workers and resolves grievances.

2310.36 Assists the General Manager in the development of sewer and water master plans, capital improvement programs and other plans involving District infrastructure.

2310.37 Develops, implements and oversees maintenance programs for the District infrastructure and equipment.

2310.38 Maintains regular contact with consulting engineers, construction project engineers, county, state and federal agencies, professional and technical groups and associations and the general public regarding District operational activities and services. Effectively communicates pertinent information from such contacts to all effected District staff.

2310.39 Responsible for supervision of the coordination, purchase and inventory of all materials and supplies needed for construction projects, operation and maintenance of the District facilities, equipment, water and sewer systems within the approved budget.

2310.40 The Public Works Superintendent also:

2310.41 Issues oral and written disciplinary action within established guidelines, agreements and Board Policy for all public works employees of the District.

2310.42 Studies and standardizes operational procedures and related policies to improve efficiency and effectiveness of operations.

2310.43 Evaluates Public Works needs and assists the General Manager in the formation of short and long range plans to meet the community public service needs.

2310.44 Assists the General Manager in overseeing project management for the construction of municipal public works projects. Oversees assigned projects to ensure contractor compliance with time, budget and specifications for the project.

2310.45 Assures that vehicles, equipment and facilities are maintained in proper working order and in compliance with state and federal standards and the District Injury and Illness Prevention Program.

2310.46 Serves as Interim General Manager in the event of the General Manager's extended absence or unavailability.

2310.50 Prerequisite Qualifications

2310.51 High school diploma or the equivalency thereof.

2310.52 Five (5) years of experience, or combination of training and experience, as a District Utility Worker I or II, Maintenance Worker or comparable non-District position. A minimum of one (1) year of experience in operation and maintenance of a public water and/or sewer system is required.

2310.53 The Public Works Superintendent must possess and continuously maintain a valid D-2 Water Distribution System Operator Certificate issued by the California Department of Health Services.

2310.54 Prefer the Public Works Superintendent has and continuously maintain a valid Grade 1 Sewer Collection System Operator Certificate issued by the California Water Environmental Association (or comparable certificate) within eighteen (18) months of regular appointment to this position.

2310.55 Knowledge of capability and operation of construction tools and equipment.

2310.56 Knowledge of pipe, valves, fittings, and other appurtenant materials, including costs, used in potable water transmission, irrigation and sewage collection systems.

2310.57 Knowledge of the practices, principles, methods, tools and equipment used in building construction, maintenance and repair, grounds maintenance and janitorial work.

2310.60 Prerequisite Qualifications – Continued

2310.61 Ability to use, or learn within a reasonable time, the District’s current word processing and spreadsheet software.

2310.62 Valid California driver license and satisfactory driving record. Possession of a Class A or B California Driver’s license with an airbrake endorsement.

2310.63 Knowledge of OSHA General and Construction Industry Safety orders, California Department of Transportation Manual of Traffic Control Safety and other laws and regulations governing the utility and construction industries, facility maintenance and operation of water and sewer systems.

2310.64 Knowledge of Safe Drinking Water Standards and Wastewater Discharge requirements applicable to the District, Storm water Discharge requirements applicable to the operation and maintenance of the District closed landfill site.

2310.65 Knowledge of civil engineering principles, practices and methods, as applicable to a municipal setting.

2310.70 Basic Work Hours

Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, however this position requires regular work before and/or after normal office hours, including weekend work and out of town travel for more than one day. The Public Works Superintendent is paid a fixed salary intended to cover all compensation to which the employee is entitled regardless of the number of hours worked in any work week. Therefore, this position is not entitled to receive payment of overtime compensation pursuant to Section 2080.60 of Board Policy.

2310.80 Essential Job Duties

The Public Works Superintendent is required to work the hours necessary or required to complete necessary projects or job functions. The physical demands described herein are representative of those that must be met by an employee to successfully

perform the essential functions of this job. The essential job duties for this position include, but are not limited to:

2310.81 Task: Administration and supervision of water and sewer system maintenance, repair and construction tasks, grounds and equipment maintenance.

Physical Demand: Close and distance vision, color perception, hearing, clear speech, use of hands to finger, handle or feel objects, tools or controls, walking over uneven ground, climbing, kneeling, stooping, bending, sitting, squatting, upper and lower body flexibility, standing and driving vehicle and heavy equipment. Must occasionally wear a self-contained breathing apparatus, climb stairs or ladders.

2310.82 Task: Prepare work schedules, written instructions and drawings, supervise the coordination of inventory control and purchasing functions, read contracts, specifications, details and plans, and perform related paperwork.

Physical Demand: Sitting, standing, walking; close vision; reading; handwriting; use of hands to finger, handle, or feel objects, tools or controls, reading, handwriting, operation of a computer and other office equipment.

2310.83 Task: Use computers, copiers, calculators and other business machines.

Physical Demand: Sitting, close vision, use of hands to finger, handle, or feel objects, tools or controls.

2310.84 Task: Prepare and evaluate reports.

Physical Demand: Sitting, close vision, use of hands to finger, handle, or feel objects, tools or controls, reading, operation of a computer and other office equipment.

2310.85 Task: Conducts meetings of personnel.

Physical Demand: Sitting, standing, speaking, hearing.

2310.86 Task: Performs construction inspection work and related documentation.

Physical Demand: Standing, walking over uneven ground, stooping, bending, squatting, climbing, sitting, close and distance vision, speaking, hearing, use of hands to finger, handle, or feel objects, tools or controls, driving vehicle.

2310.87 Task: Perform customer service work.

Physical Demand: Sitting, standing, speaking, hearing, close and distance vision, walking over uneven ground, driving vehicle.

2310.88 Task: Inspect District park, buildings, facilities and infrastructure to plan repairs, maintenance and construction projects.

Physical Demand: Sitting, standing, stooping, bending, squatting, climbing, close and distance vision, hearing, use of hands to finger, handle, or feel objects, tools or controls, driving vehicle.

2310.89 Task: Prepare drawings, reviews plans and specifications.

Physical Demand: Sitting, standing, stooping, bending, squatting, climbing, close and distance vision, walking over uneven ground, use of hands to finger, handle, or feel objects tools or controls, reading, handwriting.

2310.90 Marginal Job Duties

2310.91 Task: Serves as Interim General Manager in the absence of the General Manager.

Physical Demand: Sitting, standing, stooping, bending, squatting, close vision, speaking, hearing, use of hands to finger, handle, or feel objects, tools or controls, operate computer, attend out of town meetings with possible overnight stays, training and functions, driving vehicles.

2310.92 Task: Perform snow removal operations.

Physical Demand: Standing, walking on deep snow, stooping and bending to shovel snow for up to 4 hours (continuously with shovel weights of up to 15 lbs., regularly with shovel weights of up to 25 pounds), squatting, close vision, distance vision, use of hands to finger, handle, or feel objects, tools or controls, driving vehicle and operating plowing equipment.

2340.93 Task: Operate and maintain park maintenance equipment, prepare park facilities for special events.

Physical Demand: Standing, walking, kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle, or feel objects, tools or controls, driving vehicle, operating mowing equipment for up to 5 hours under continuous bouncing and jarring conditions, exposure to fertilizers and pesticides.

2310.94 Task: Assist in performing general building and facility maintenance, and green waste removal.

Physical Demand: Sitting, standing, walking, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 70 lbs.),

climbing stairs, kneeling, stooping, bending, squatting, close and distance vision, use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2310.95 Task: Operate, maintain refuse collection equipment and assist in providing collection services.

Physical Demand: Standing, walking, lifting, pushing, pulling and carrying (regularly up to 50 lbs., frequently up to 100 lbs. and infrequently up to 195 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment, working for extended periods in extremely hot or cold weather, exposure to household solid waste and green waste.

2310.100 Environmental Demands

2310.011 Outside: Works outside frequently in a variety of weather conditions ranging from deep snow to +100 degrees Fahrenheit.

2310.102 Inside: Regularly works indoors in temperature-controlled environment.

2310.103 Fumes/Gases: Exposure to perfumes and colognes, fumes from construction equipment, sewer gases and dust from construction operations.

2310.104 Noise/Vibration: Moderate exposure to noise and vibration from construction tools and equipment.

2310.110 Mental Requirements

2310.111 Reading: Reads complex technical manuals, District maps, written memos and directives, plans, specifications and details, work orders, material data sheets, safety manuals, and other documents pertinent to the construction, repair and replacement of water distribution facilities.

2310.112 Writing: Writes daily work orders, reports, memos, messages, prepares letters, faxes and other word processing documents, prepares as-built sketches and fills out other information forms.

2310.113 Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations, prepares and enters information into spreadsheets.

2310.114 Attention to Detail: High level concentration and attention to detail for extended periods of time to insure safe, efficient and productive operations.

2310.115 Repetition: Minimal repetitive work.

2310.116 Judgment: Ability to work independently, prioritize work and make decisions regarding correct application and implementation of work procedures. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to work with others and to formulate appropriate instructions to achieve desired goals.

2310.117 Social Skills: Ability to relate cooperatively with members of the public, regulatory agencies and District personnel.

2310.118 Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

2310.120 This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.