



CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
PUBLIC WORKS MAINTENANCE SUPERINTENDENT

Classification Specification
(Classified)

JOB SUMMARY

The Public Works Maintenance Superintendent works under the general supervision of the Public Works Director/City Engineer. The Public Works Maintenance Superintendent performs a variety of supervisory, administrative, skilled, technical, and maintenance work in the planning, construction, operation, repair, maintenance, and replacement of City sewer, street, park, airport runway and taxiway, storm drainage facilities, equipment maintenance and building maintenance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plans, schedules and implements construction, maintenance and repair, activities designed to provide quality vehicle maintenance, building maintenance, water, sewer, street, park, airport runway and taxiway and drainage service for the city; oversees construction and maintenance work to determine acceptability and conformance to standards.
2. Supervises and disciplines employees performing the duties of maintenance, construction and repair of vehicles, equipment, buildings, water, sewer, street, park and storm drainage facilities.
3. Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of equipment, buildings, streets, parks, airport runway and taxiway, water systems, sewer collection, and storm drainage systems and other department facilities.
4. Inspects and supervises the repair of streets, drainage systems and sewer systems at frequent intervals to insure that all aspects of the systems are functioning properly.
5. Requisitions needed supplies for the department and maintain a variety of records relating to personnel, equipment, supplies, and reports.
6. Advises Supervisor, Attorney, City Engineer and other city officials in matters relating to department activities; provides information to various civic, school and public groups and individuals regarding street, park, airport runway and taxiway, sewer and drainage problems and services.

7. Supervises, instructs and assists assigned crews in installing new sewer lines, maintaining the existing sewer collection systems.
8. Insures that all necessary materials, supplies and equipment are available by maintaining an inventory of parts and materials and obtaining necessary parts, tools and supplies from the storeroom.
9. Supervises the location of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation and informs crew of such locations.
10. Responds to complaints. Evaluates situations. Determines if liability lies with the city or the property owner; explains findings to property owners and notifies appropriate sewer crew if necessary.
11. Contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.
12. Orders stock and replacement parts and tools.
13. Maintains inventory.
14. Assists in the preparation of specifications for equipment.
15. Maintains time and equipment records.
16. Establishes and maintains preventative maintenance program.
17. Maintains required records on work performed and plan and lay out assigned tasks.
18. Insures the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use.
19. Oversees the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.
20. Assist in motivating and evaluating personnel by acting as a liaison between crewmembers and other City supervisors.
21. Inspects and assists in the control and use of supplies and equipment used in the maintenance, construction and repair of sewer lines, street, drainage systems and other department facilities to insure that all equipment is in proper working order.

22. Analyzes annual operating costs and makes recommendations for department budget.
23. Analyzes and projects the needs of the city for equipment, roads, sidewalk and materials for completion of the same.
24. Provides operation guidance of construction of bridges, buildings, sidewalks drainpipe installations, culvert installation and road construction.
25. Provide recommendations regarding heavy equipment purchases and requisitions all supplies and materials needed for effective department operation.

MINIMUM QUALIFICATIONS

Education, Training, & Experience

Graduation from high school or GED; and a minimum of

Seven (7) years of experience relating to the construction, repair and maintenance of water, sewer, street, park, airport runway and taxiway or storm drainage systems including the operation of related maintenance equipment, or any equivalent combination of education and experience

Licenses; Certificates; Special Requirements:

A valid California driver license and the ability to maintain insurability under the City's vehicle insurance policy.

QUALIFICATIONS

1. Thorough knowledge of equipment, facilities, materials, methods and procedures used in building maintenance, airport runway and taxiway maintenance, sewer collection systems, storm drain systems, park and street systems; thorough knowledge of pipe installation, connection and repair; thorough knowledge of road construction and park maintenance.
2. Skill in operation of the listed tools and equipment.
3. Ability to guide, direct and motivate employees; ability to operate and maintain various equipment used in maintenance and repair such as backhoe, dump trucks and sewer cleaners; ability to organize and supervise the activities of various crews performing construction and maintenance work; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public.
4. Thorough knowledge of supervision and training.

5. Knowledge of record keeping.
6. Knowledge of inventory of stock and training.
7. General knowledge of shop equipment and tools, including forges and welding equipment.
8. Ability to estimate costs and order materials, parts, and equipment.
9. Ability to maintain equipment records, check records, and cost information.
10. Ability to make calculations and prepare reports.
11. Ability to observe safety rules and regulations.
12. Ability to understand and carry out oral and written instructions.

TOOLS AND EQUIPMENT USED

Knowledge of operation and use of motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, jetter/inductor truck, street roller, backhoe, manlift, tamper, plate compactor, saws, pumps, aeroil propane kettle, compressors, sanders, generators, trencher, common hand and power tools, shovels, wrenches. Skill in use of detection devices, mobile radio, phone, personal computer including word processing and other software, copy and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel crouch, or crawl and smell.

The employee must frequently lift and/of move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and

is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.