



FIELD SERVICES SUPERINTENDENT

DEFINITION

Under general direction, supervises and schedules the activities, personnel, contracts and contract staff assigned to the city's field operations: signs, markings, concrete, asphalt, parks maintenance, traffic signal, street light and Old Town maintenance.

SUPERVISION EXERCISED

Trains, supervises and evaluates subordinate personnel.

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Answer inquiries from the public, both in person and over the phone with regards to city's field operations and related issues.

Plan, develop, coordinate, supervise and inspect the work of those engaged in the city's signs, markings, concrete, asphalt, parks maintenance, playground equipment, weed abatement, landscape, tree, traffic signal, street light and Old Town maintenance.

Prepare correspondence including requests for proposals and regulatory compliance reports.

Participate in special events as required.

Meet with employee work units daily; check progress of work in field directing corrections and making changes as necessary.

Develop, recommend and implement department goals, policies and procedures.

Manage and coordinate work orders and work assignments; process invoices for payment.

Review and investigate complaints.

Participate in preparing and monitoring the division budget.

Prepare cost estimates; order parts, materials and services required in day-to-day operations as well as special projects and reconcile account and purchase order activities.

Oversee contractors' work ensuring compliance with City regulations and standards; manage contracts and agreements for services.

Train, supervise, evaluate, motivate and discipline subordinate personnel; monitor and verify time cards.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Methods, techniques and equipment and supplies used in city's field operations.

Standard safety practices required in field operations.

Record keeping and reporting.

Principles and practices of employee training, supervision, evaluation, motivation and discipline.

Contract administration and management.

Ability and Skill to:

Operate office equipment including computers, copying machines and phone systems.

Read, interpret and apply technical information from manuals, drawings, specifications, layouts, blueprints and schematics.

Respond to questions from the public and staff.

Plan and organize work to meet schedules and timelines.

Train, supervise, evaluate, motivate and discipline subordinates.

Enforce and comply with Federal, State and local laws and City policies, procedures and codes applicable to parks and street maintenance.

Communicate clearly both orally and in writing.



Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

AA/AS degree in street or parks construction and maintenance, public administration or related field and six (6) years increasingly responsible experience including two (2) years supervisory experience.

LICENSE OR CERTIFICATE

Possession of a valid Class C California Driver's License and a good driving record.

ESSENTIAL JOB FUNCTIONS/ A.D.A.

Ability to operate computer, calculator, telephone, portable radio, copying machine and light and heavy equipment used in maintenance operations

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations and sort/file documents

Ability to sit, stand and walk for two hours at a time

Ability to lift up to 90 pounds

Ability to get from one location to another in the course of doing business

Ability to work outdoors in all weather conditions including hot with sun exposure, cold and wet

