

Public Works Superintendent

In-House Promotional Exam

Per Personnel Rules VI, section 3, only qualified permanent and probationary employees are eligible to compete in this promotional exam

THE POSITION

The City of San Fernando is seeking an experienced and responsible professional to become a full-time Public Works Superintendent in our Public Works Department.

Plans, organizes, controls, integrates and evaluates the work of assigned in the Public Works Department; ensures all operations and maintenance functions are safe and efficient, while complying with applicable permits, laws and regulations; provides expert professional assistance and guidance to management on infrastructure issues; and performs related duties as assigned. This position reports to the Public Works Operations Manager, and directs the work of assigned supervisors and staff.

IMPORTANT AND ESSENTIAL DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed:

- Performs project management duties; contributes to the development of and monitors performance against the annual department budget; inventory and tracking reports, quality-control reports, personnel-action reports and accident reports to regulatory agencies including the Air Quality Management District and Department of Resources Recycling and Recovery.
- Interviews/ selects new staff; establishes performance requirements and personal development targets; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, approves or takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Human resources policies and labor contract.
- Acts in the absence of the Public Works Operations Manager as assigned; administers Court Referred Volunteer Program

IMPORTANT AND ESSENTIAL DUTIES (continued)

- Manages the day-to-day construction, maintenance and repair of city vehicles, equipment, parks, facilities, easements and rights-of-way including streets, sewers, storm drains, city buildings and related facilities, street lights and traffic signals; prioritizes work orders; reviews and evaluates daily activities/work assignments with supervisors and provides expertise in resolving operational and maintenance issues.
- Directs response to and recovery of service during emergencies, as well as planned and unplanned operation stoppages; oversees and approves overtime work.
- Oversees implementation of plans and specifications of assigned contracts such as street sweeping operations, refuse collection and tree trimming activities; responds to safety issues raised by the public and/or other City departments
- Periodically evaluates required inspection and maintenance programs to ensure compliance with regulatory operation permits, rules and regulations; develops plans and procedures to meet regulatory testing safety and compliance requirements; manages hazardous waste and materials management program.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Principles and practices of street, park, facilities, equipment and sewer construction, maintenance and repair.
- Operations and uses of tools and equipment used in Public Works.
- Federal, State and local laws, regulations including OSHA rules/regulations; permitting requirements applicable to assignment.
- Principles and practices of public administration, including long-range planning, budgeting, purchasing and maintain public records.
- City human resources policies and labor contract provisions.
- Safety policies and safe work practices applicable to work.

MINIMUM QUALIFICATIONS (continued)

ABILITY TO:

- Work collaboratively with directors and managers; provide expert advice and counsel to develop solutions to complex issues.
- Understand, interpret, explain and apply applicable laws, codes/ordinances.
- Represent the City effectively in dealings with contractors, regulators and other City employees.
- Operate a computer and standard business software such as a variety of computer software programs and databases.

EXPERIENCE AND TRAINING GUIDELINES

A typical way to obtain the knowledge, skills, and abilities would be the following:

EXPERIENCE: Seven years of journey-level experience in the maintenance and repair of public works streets, parks and facilities, at least two of which were in a supervisory capacity.

TRAINING: Graduation from high school or GED equivalent supplemented by college-level coursework in civil engineering or a closely related field.

A bachelor's degree in business or public administration, life sciences, engineering or a closely related field is highly desirable.

SPECIAL REQUIREMENTS: Must possess a valid California Class C driver's license is required, as well as maintain insurability. Valid California Class A & B driver's licenses highly desirable.

International Municipal Signal Association Certification as a Traffic Signal Technician Grade I is required within 18 months of appointment. Grade II and III is highly desired.

California Water Environment Association Collection Systems Maintenance Grade I is required within 18 months of appointment. Grades II, III, IV are highly desired.

ASE Certifications in Medium-Heavy Truck or Truck Equipment is highly desired.

PHYSICAL REQUIREMENTS: Essential duties require the following physical abilities and environmental conditions:

Required to regularly sit, walk and stand; required to talk and hear; reach with hands/arms; feel and handle objects using hands and fingers; operate tools or controls using hands and fingers; perform repetitive movements with hands and wrists; frequently required to lift up to 25 pounds unaided

SALARY AND BENEFITS

\$85,284 - \$105,648 per year

RETIREMENT: Public Employees' Retirement System (PERS), 3% @ 60 and 2% at 55 formulas for Classic members, depending on hire date; and 2% @ 62 for PEPRA members. All are integrated with Social Security. City pays full portion of employee's share of PERS for Classic members only.

MEDICAL INSURANCE: For full-time employees hired on or after 6/18/18, City shall implement a full flex Cafeteria Plan, and applicable employees shall receive a monthly flex dollar allowance to apply toward medical, dental, and vision benefits offered through the City insurance plans.

LIFE/AD & D INSURANCE: City pays for \$50,000 term life/AD & D insurance policy. Additional voluntary purchase (at group rate) of up to \$100,000 for employee, \$25,000 for spouse, and \$10,000 for each child, with no medical questions asked.

VACATION LEAVE: Accrual varies based on years of service, and ranges from 10 days (80 hours) per year for 0-4 service years to 20 days (160 hours) for 15 service years or more.

SICK LEAVE: 12 days per year- Maximum accumulation of 100 days (800 hrs.) – Accumulation in excess of the maximum is paid at the end calendar year at the rate of 35% of the employee's regular rate of pay.

HOLIDAY: 12 Paid holidays per year.

UNIFORM ALLOWANCE: Uniforms are provided and replaced where applicable, as per Department requirements.

OVERTIME: Paid or accumulated compensatory time at time and one-half. Overtime paid after 40 hours per week based on a 40-hour work week. Maximum accumulation of comp time is 100 hours.

CALL BACK TIME: Any general employee called back to work other than as a continuation (immediately preceding or following) of their regular established work schedule, will be compensated at a rate of pay equal to one and one-half times their regular hourly pay. The minimum period to be compensated for call backs shall be 2 hours.

BILINGUAL BONUS: \$50 Bilingual pay per month to eligible employees.

LONGEVITY: 3% longevity salary increase after 10 years of continuous service. Additional 1% after 20 years and 1% after 30 years.

TUITION REIMBURSEMENT: City shall reimburse tuition for approved courses up to a maximum of \$3,000 per fiscal year.

APPLICATION PROCESS

All interested applicants must complete a City application. The Personnel Division must be in receipt of the completed application prior to the announced filing deadline. Resumes in lieu of applications, incomplete applications, and late applications will not be considered. All applications are screened for relevant education, experience and/or licensing requirements. Those persons most qualified may be required to compete in any combination of written, oral, or performance examinations. Candidates who successfully pass the examination process are placed on an eligibility list. In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation.

All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the City's designated physician, at city expense.

You may complete and/or download an application online at www.sfcity.org/personnel or in person at the specified address below.

Please forward all correspondence to:

**CITY OF SAN FERNANDO
PERSONNEL DIVISION
117 MACNEIL STREET
SAN FERNANDO, CA 91340**

The City of San Fernando does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, and handicapped status in employment or the provision of services.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice.



INVITES APPLICATIONS FOR

Public Works Superintendent

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SALARY

**\$85,284 - \$105,648 Per Year
(Plus Excellent Benefits)**

FILING DEADLINE:

**OPEN UNTIL FILLED
Apply Immediately**