



CITY OF BANNING, CALIFORNIA

Public Works Superintendent

Job Code: 4111

FLSA ☒ Exempt ☐ Non-Exempt

JOB DEFINITION: Under general direction, performs a variety of duties associated with managing staff engaged in maintenance, repair and service activities for an assigned Public Works Division.

ESSENTIAL FUNCTIONS: *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Oversees and manages staff engaged in maintenance, repair and service activities for an assigned Public Works Division. Plans, organizes and controls maintenance and repair services involving: water, wastewater, building facilities maintenance, including City Yard and airport, and landscape maintenance contract administration. Develops, implements and oversees Division safety programs. Recommends and conducts safety training meetings. Investigates and answers Public Works complaints or inquiries.

Establishes and maintains preventive maintenance schedules for assigned division operations. Supervises repairs and minor modifications to ensure continued operational capability of a specified system. Assists with identifying, recommending, reviewing and assessing strategic plans. Provides input regarding staffing, equipment, facilities and related needs. Works with and assists in the development and/or design of new and/or commercial buildings, new developments, water and sewer system projects, streets and/or sidewalk projects.

Provides safe drinking water for City customers. Supervises staff that operates, repairs, replaces and provides preventive maintenance of water system mechanical equipment and components. Reviews, assesses, coordinates, assigns staff and performs a variety of water system projects and tasks. Monitors and tracks water quality parameters and adjusts equipment to maintain optimum quality and compliance with Federal, state and City drinking water standards.

Manages staff engaged in the maintenance and repair of streets including curbs, gutters, sidewalks, asphalts, signage, trees and vacant property owned by the City. Maintains beautification on medians. Oversees building maintenance and facility improvements and corresponds with inspectors. Administers contracts to outside agencies for landscape maintenance services, water and/or wastewater services. Oversees repairs or assists in the maintenance of community pools and tennis courts. Provides managerial assistance to other departments or divisions.

Performs other duties as assigned or required.

(continued on reverse side)

CITY OF BANNING, CALIFORNIA

Public Works Superintendent

Job Code: 4111

KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of public works operation methods and techniques.
- Knowledge of management and/or supervision principles.
- Knowledge of the principles of strategic planning.
- Knowledge of safety practices.

- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Public Administration, Civil Engineering or related field **AND** six (6) years of public works maintenance experience that includes two (2) years of management and/or supervision.

ADDITIONAL REQUIREMENTS: Must have at the time of application and must maintain a California State Department of Health Services license in Water Treatment Grade T-3, Distribution D-4 and class B California commercial driver license. May be exposed to extreme weather conditions, potential physical harm, infectious diseases, hazardous chemicals and/or dangerous machinery. Depending on the needs of the City, incumbents in this classification will be required to obtain and maintain additional licenses or certifications and C.E.U. May be required to work outside the traditional work schedule. May be subject to call out and/or call-back or stand-by schedule.