



ANNOUNCEMENT

FULL TIME

PUBLIC WORKS SUPERINTENDENT

THE POSITION: The City of Pacific Grove invites applications for the position of **PUBLIC WORKS SUPERINTENDENT**, under general direction of the Deputy City Manager the Public Works Superintendent is responsible for operations and management of the Public Works Department; Streets, Sewer, Buildings & Grounds, Mechanical, El Carmelo Cemetery and Forestry.

ESSENTIAL FUNCTIONS: *Essential responsibilities and duties may include, but are not limited to, the following:*

- Plans, organizes, coordinates, monitors, and supervises/manages the activities of subordinate supervisory, technical, clerical and operations staff within the Public Works Department.
- Designs effective work processes and monitors performance outcomes; participates in the final selection of new employees; assigns work; checks work in progress; prepares performance evaluations for subordinate supervisors and other directly assigned employees; checks/reviews completed work; assists employees with work problems; recommends and takes disciplinary action; ensures position coverage.
- Responsible for the development and administration of the department's annual budgetary needs. The analysis includes consideration of service level/delivery and/or funding alternatives and fiscal projections. Responsible for exploring new sources and opportunities to improve fiscal performance.
- Confers with upper management on policy matters and work problems; interprets laws, policies, and procedures regarding the Public Works Department.
- Represents the department and the City to the public and representatives of other City departments, other agencies, private companies or organizations, and compliance teams; works collaboratively with the citizens of Pacific Grove and all City department and staff; including participation at Council meetings.
- Oversees the administration of Public Works projects and programs; establishes policies and procedures.
- Drafts and negotiates contracts either directly or through subordinate staff, monitors contracts for compliance of financial terms; interprets contract terms and all policies and laws pertaining to contracts procedures, and proposes solutions to contractual problems.
- Markets the services of the Public Works Department and establishes and maintains an effective customer service outreach program.
- Prepares required reports and activity/work measurement reports; compiles and analyzes financial and statistical information to improve operations and/or change service delivery methods
- Serves as staff to City Boards and Commissions, as necessary. May be assigned additional management responsibility over City services or operations; may serve on City committees to address administrative or management issues.
- Oversees permit and inspection process on sewer tie-ins, water, electric/gas, telecommunications industry right-of-way construction, easements, sidewalks, curbs, gutters, driveway approaches, and other related right-of-way construction.
- Provide leadership during emergencies and disasters, including Emergency Operations Center (EOC), Operations Section, training and participation.
- Respond to and resolve difficult and sensitive citizen inquires and complaints.
- Acts as the City's Recycling Coordinator and staff liaison to the Natural Resources Committee (NRC).
- Oversees El Carmelo Cemetery operations and acts as the City's Sexton for funeral/cemetery services; other duties as assigned.

COMPENSATION: Total compensation consists of a monthly base salary range from \$7,780 to \$9,456 on a five-step pay scale, with an additional two-step longevity plan. The Public Works Superintendent position receives the benefits afforded to the members of the Management Employees' Association, which includes an additional 2% of base salary paid management leave. The City offers a 2% @ 55, single highest year retirement plan (with the 7% employee's PERS contribution paid by the employee) in addition to life insurance, vacation, sick leave and holidays. Health, dental

and vision insurance benefits have been converted to base salary, therefore, employees may purchase these policies through the city's insurance program.

QUALIFICATIONS:

Knowledge of: The principles and practices of business and public administration, contract management, and organizational management, budgetary preparation, contract preparation, negotiation and administration.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve administrative and organizational problems; develop, evaluate, and implement alternatives; Analyze data and present ideas and information effectively both orally and in writing; Supervise technical/professional employees; organize assigned work functions and processes; Establish and maintain effective working relationships with public officials, City staff and contractors; Develop and implement operational and administrative goals; make decisions and independent judgments; Prepare a departmental budget, service contracts, complex narratives, and statistical reports; Communicate effectively both verbally and in writing with public agencies, other departments, management, contractors, and staff; Understand, interpret and explain laws, regulations, and policies; Review and edit written reports; exercise sound and consistent judgment in decisions and preparation of recommendations; Effectively manage Public Works programs and services; develop and use all available resources; Effectively contribute to the city's equal Employment Opportunity objectives.

SUPERVISION RECEIVED AND EXERCISED: The Public Works Superintendent receives general direction from the Deputy City Manager and exercises direct supervision over supervisory, professional, technical and clerical staff.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five years of experience in the management of maintenance and repair of facilities, including three or more years experience in the production of budgets, reports, and analytical presentation of financial information. At least two years of experience in the maintenance of public organizations specifically with building maintenance and fleet operations.

Education: A Bachelor's degree from an accredited college or university with emphasis on business, public administration, civil engineering, business administration and/or related field.

License or Certificate: Valid Class C driver's license; Class B driver's license is highly desirable.

WORKING CONDITIONS:

Environmental Conditions: Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions; work around heavy construction equipment.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for heavy, moderate or light lifting; standing, walking or sitting for prolonged periods of time; repeated bending.

THE EXAMINATION PROCESS: Qualified applicants should file an employment application at Pacific Grove City Hall, no later than 4:30 p.m., FRIDAY, SEPTEMBER 10, 2010. A complete and accurate City of Pacific Grove employment application form must be filed with the City of Pacific Grove Human Resources Office, City Hall, 300 Forest Avenue, Pacific Grove, California (☎) 831-648-3171. Postmarks will not be accepted

The City of Pacific Grove is proud to be an equal opportunity employer. We seek applications from all qualified individuals and do not discriminate on the basis of race, religion, color, sex, age, national origin, disability or any other legally protected status. If you believe you have a disability that would require reasonable accommodation during the interview process please contact the Human Resources Office at City Hall. This request will in no way bias the applicant's status during the application process.

Dated: Friday, August 20, 2010