



## City of Mill Valley

# PUBLIC WORKS SUPERINTENDENT

## JOB DESCRIPTION

### **DEFINITION**

Under direction of the Director of Public Works or City Engineer to plan, organize and direct the work of the maintenance of City parks, recreation areas, buildings and facilities, street trees, streets, sidewalks, storm drains, flood control channels, sewer lines, and City vehicles, (Public Works Equipment and Facilities), and assist in the supervision of the construction of these facilities, and to perform related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director of Public Works/City Engineer; exercises direct supervision over the Parks Maintenance Supervisor, Streets and Sewers Supervisor, Vehicle Maintenance Supervisor, the Building Maintenance Supervisor and others as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

May include but are not limited to the following:

- Supervises management and maintenance of parks, SLPs (Steps, Lanes and Paths), and landscaped areas on all municipal properties, parkways, street dividers and highway areas including trees, grass, plants, irrigation systems, furniture, equipment and structures.
- Supervises management and the maintenance of street patching and overlay, street sweeping and cleaning, and traffic signs and pavement striping, parking meters, sidewalks, curbs and gutters, storm drains, flood control channels, sewer collection and related facilities.
- Supervises management and the maintenance, cleaning, and repair of City buildings and facilities.
- Supervises management and the repair and maintenance of City vehicles, and equipment.
- Supervises management and maintenance of sewer collection facilities (i.e., pipes, manholes cleanouts).
- Selects, supervises trains, motivates and evaluates subordinates.
- Manages and implements the Illness and Injury Prevention and Integrated Pest Management Programs.
- Manages and implements the waste discharge requirements of the City's National Pollution Discharge Elimination System Permit for storm water discharges as it relates to Public Works maintenance.
- Manages and implements the City's sewer maintenance program including the Sanitary Sewer Overflow Emergency Response Plan.
- Certifies reports of sanitary sewer overflows to appropriate agencies within required time frame.

- Responds to after-hours calls regarding Public Works facility emergencies (i.e., sanitary sewer overflows, land movement, power outage and drainage).
- Develops, maintains and utilizes computerized maintenance management software program and database and protocols to document maintenance and operations service requests in a readily sortable and searchable electronic format
- Participates in budget preparation and administration.
- Assists in the development, administration and implementation of capital improvement projects and ensuing operational needs.
- Assists in development and implementation of department policies, procedures and City ordinances.
- Enforces provisions of appropriate MOU's, the Personnel rules and regulations
- Acts as Department Liaison to the Parks and Recreation Commission and gives presentations to the City Council and various community groups.
- Coordinates and assists various regulatory and administrative agencies and partner municipalities as needed.
- Approves vacation requests and takes disciplinary action when necessary.
- Coordinates and assists other public and private agencies and organizations engaged or interested in park or Steps, Lanes and Paths usage, development and programming.
- Attends professional meetings and conferences.
- Perform related duties, projects, programs and responsibilities as required.
- Input field work into computer.

## **JOB RELATED AND ESSENTIAL FUNCTIONS**

### **Knowledge of:**

- Excellent oral and verbal communication skills
- Best management practices, methods, software, materials and equipment required in the performance of essential duties of all divisions.
- Principles and practices of problem solving, team building, supervision, training and personnel management.
- Principles and practices of sanitary sewer and storm water pollution prevention permit compliance and regulations.
- Inspection practices of public and private infrastructure
- Safety and accessibility laws and standards.
- Budgeting procedures and techniques.
- Laws and regulations pertaining to pesticide application.

### **Skills and Abilities to:**

- Plan, schedule and supervise work program for maintenance of all divisions.
- Prepare, report and maintain records.

- Supervise, train and evaluate subordinate staff.
- Maintain good public relations.
- Assist in the preparation and administration of a program budget.
- Provide excellent customer service and collaborative environment

## **EDUCATION AND EXPERIENCE**

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills, and abilities. A typical way to obtain these would be:

**Education:** equivalent to a Bachelor's degree in Construction Management, Civil Engineering, Landscape Architecture, Horticulture, Arboriculture, or a related field.

**Experience:** minimum of five (5) years of increasingly responsible supervisory experience in public works maintenance.

### **Training/Licenses/Certificates:**

- Possession of or ability to obtain an appropriate valid drivers license issued by the State of California.
- Possession of Arborist Certification from the International Society of Arboriculture is required.
- A Pest Control Advisor's License issued by the State of California, Department of Pesticide Regulation is desirable.
- Possession of or ability to obtain within six (6) months, a Hot Mix Asphalt Density Inspector certification.

## **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 essential functions.

While performing the duties of this job, the employee is regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee frequently is required to walk. The employee is occasionally required to stoop, kneel, or crouch and talk or hear. May involve difficult work positions for brief periods.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Constant alertness and good safety work habits are required and necessary to prevent bodily injury.

**OTHER**

*FLSA Status*                      *Non-Exempt*  
*Bargaining Unit:*                *N/A*  
*Approved by:*                    *City Manager Piombo*  
*Date:*                                *August 30, 2022*