

**CITY OF HUNTINGTON PARK**  
**CLASS SPECIFICATION**

**PUBLIC WORKS SUPERINTENDENT**

Civil Service Status: Exempt  
Probationary Period: At-Will  
Classification Series: Public Works Series  
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees  
Approved by Civil Service Commission: 10-31-13  
Approved by City Council: 11-04-13  
Resolution No.: 2013-49

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under direction of the Director of Public Works, plans, directs, supervises and coordinates assigned functions and program areas of the Public Works Department including construction, operation, maintenance and repair of the City's streets, storm drains, sanitary sewers, street trees and all municipal controlled landscaped areas in public parks and grounds, off-street parking lots, street islands, parkways, Civic Center; ensures that federal and state regulations are complied with; coordinates assigned activities with other divisions, departments, and outside agencies; supervises the work of others; and performs related duties as required.

**EXAMPLE OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Assume management responsibility for assigned services and activities of the Public Works Department;
- Plans, organizes, and directs a city-wide program of street maintenance;
- Supervises streets repairs and resurfacing, paving and cleaning of alleys;
- Supervises the maintenance of street trees;
- Supervises the painting of crosswalks and traffic sign postings;
- Supervises and inspects the maintenance of all municipal controlled landscaped areas in public parks and grounds including maintenance and minor repair of park and playground equipment;
- In the absence or at the direction of the Director of Public Works, assume departmental responsibilities;
- Assist in the preparation of the annual departmental budget;
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels;
- Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures;
- Plan, director, coordinate, and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products; methods, and procedures; meet with staff to identify and resolve problems;
- Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures;
- Supervise, direct and coordinate the daily operations of the Public Works Department personnel in the maintenance and construction of City facilities;

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- Provide and account for materials, equipment and supplies necessary for the conduct of departmental activities, and in support of other City departments;
- Research special projects, evaluate alternatives, prepare reports and recommendations, write correspondence, and respond to public and regulatory agency inquiries and provides pertinent information.
- Communicates clearly and concisely, both verbally and in writing;
- Operates and cleans trucks, vehicles, and other large pieces of power equipment commonly used by the department;
- Respond to emergencies as required, coordinate activities with other responders to provide effective response; direct the work of staff and utilization of resources to affect operational effectiveness and ensure the safety of the community;
- Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence;
- Provide responsible staff assistance to the Director of Public Works, conduct a variety of organizational studies, investigations, and operational studies; prepare agenda reports; recommend modifications to programs, policies and procedures as appropriate;
- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the fields related to construction; operation; maintenance, and repair of the City's streets and storm drain systems; incorporate new developments as appropriate;
- Safely uses and maintains small power and hand tools;
- Explains City and departmental policies to staff and public;
- Assigns and reviews work to assure timely and efficient completion of assignments;
- Operates a variety of standard office equipment and machines which may include some but is not limited to the following: personal computer and related software, scanner, calculator, photo copying machine, shredder, fax machine, telephone, etc.;
- Assumes responsibility for ensuring the duties of the position are performed in a safe and efficient manner;
- Respond to and resolve difficult and sensitive citizen inquiries and complaints;
- Performs other related duties as assigned or as situation requires.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operational characteristics, services, and activities related to the construction, operation, maintenance, and repair of the City's streets, and storm water drain systems and related facilities and equipment;

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- Techniques and methods of training new employees, including explanation, observation, demonstration and supervised practice;
- Principles and practices of supervision, including work planning, direction and personnel practices;
- Principles and practices of municipal budget preparation and administration;
- Basic and advanced methods, terminology, tools, and equipment common to a full range of public works activities;
- Safe work and driving practices, including rules and practices required by OSHA in the safe performance of work;
- Safety equipment and practices related to the work, including the handling and storage of hazardous chemicals, electrical systems, and confined space procedures;
- Functions, operations and objectives of Municipal Government;
- Modern office procedures, methods, and equipment including computers;
- Computer applications such as word processing, spreadsheets, and statistical databases;
- The operation and maintenance of a variety of hand and power tools, vehicle and power equipment;
- Good customer service practices.

**Ability to:**

- Plan, implement and supervise a variety of Public Works related projects and functions;
- Oversee, direct, and coordinate the work of lower level staff;
- Select, supervise, train and evaluate staff;
- Participate in the development and administration of division goals, objectives, and procedures;
- Prepare and administer budgets;
- Recognize and correct unusual, inefficient or dangerous operating conditions;
- Read a variety of gauges, charts and meters, records data accurately and make appropriate process adjustments;
- Analyze, interpret, apply and enforce regulations and policies;
- Prepare clear and concise administrative and financial reports, correspondence, procedures and other written materials;
- Organize work, set priorities, and meet multiple deadlines;
- Make sound, independent decisions within established regulatory, policy and procedural guidelines;
- Construct, maintain and repair streets, sidewalks, curb and gutter utilities;
- Demonstrate tact and diplomacy with the public;
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;

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- Perform physical labor – heavy work required. Lift, carry and/or push 100 pounds with occasional lifting and/or carrying of objects weighing up to 60 pounds;
- Use and properly maintain assigned tools and equipment;
- Perform skilled and semi-skilled maintenance and repair activities, as assigned;
- Operate a vehicle, observing legal and defensive driving practices;
- Communicate clearly and concisely, both orally and in writing;
- Understand and carry out verbal and written instructions;
- Establish and maintain effective relationships with co-workers and members of the public contacted during the course of work.

**Education and Experience Guidelines** – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/ Experience:**

- Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination) supplemented by college level courses or equivalent specialized training in the maintenance or construction of streets, parks, public works, civil engineering or related subjects and seven (7) years of progressively responsible experience in the maintenance or construction of streets, parks and related public works facilities, including three (3) years at a supervisory level. Additional work related experience may be substituted on two (2) years work experience for each five (5) units supplemental education. Or, graduation from an accredited two (2) year college with an Associate of Arts Degree (AA) and five (5) years of progressively responsible experience in the maintenance or construction of streets, parks and related public works facilities, including three (3) years at a supervisory level.

**License or Certificate:**

- A valid California Class B Driver’s License and a satisfactory driving record.

**Physical Requirements:**

- Must meet approved physical and pre-placement medical standards for the position including a full background check.

**Bilingual Pay:**

- Employees who qualify and are City-certified to speak and understand Spanish may be eligible to receive bilingual pay.