



City of Greenfield

Public Works Parks and Streets Superintendent

Effective Date: 7.2018

DEFINITION:

Parks and Streets Superintendent manages street and traffic sign installation and maintenance, storm drain system, landscaping maintenance, park maintenance, street right-of-way mowing, tree trimming and removal, installation and maintenance of irrigation systems and other tasks as assigned.

CLASS CHARACTERISTICS:

This is a mid-management classification which requires knowledge of a wide variety of maintenance services, including maintenance of streets, parks, street medians, storm drains and building systems. Successful performance of work requires the ability to manage a team of staff members and contractors to guarantee that City infrastructure is maintained at the highest possible level, while ensuring that day-to-day activities are performed safely and in conformance with generally accepted principles, standards, laws and regulations governing the maintenance division. The Parks and Street Superintendent is also responsible for the division's budget administration, and development of operating procedures. This class directly supervises Public Works Parks and Maintenance Workers and part-time employees.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from Public Works Administration and other Administrative Staff.

ESSENTIAL FUNCTIONS:

The following duties and functions are normal for this position. The omission of specific statements of the duties/functions does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the administrative needs of the department and organization.

- Leads the planning and implementation of high-quality maintenance services for City parks, streets and buildings.
- Development and implementation of maintenance program goals, policies and staffing levels advance the organization's priorities.
- Preparation of detailed request for proposal specifications in bidding processes for maintenance contracts ensure purchasing procedures follow organization policies and assist in obtaining competitive pricing.
- Analysis of staff structure and utilization of innovative operational strategies ensure high levels of maintenance are achieved.



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- Thorough inspections of parks, streets, facilities, and equipment address deficiencies and support efficient operations.
- Collaborative leadership style that fosters teamwork and encourages employee input and involvement in decision-making.
- Recruitment, selection, orientation, advancement, and evaluation of employees are effective and successful.
- Serving as the primary liaison (and listed on the Agency Certificate as such) with the Department of Agriculture representing the City of Greenfield under the California State Department of Agriculture Permit for Pesticide/Herbicide provide for accurate required reporting in relation to pesticides and herbicides.
- Development, review and adjustment of effective and efficient work schedules and work priorities meet ongoing maintenance requirements and emergency conditions.
- Work order management systems are user-friendly and ensure timely response to both internal and external customer needs.
- Creation and planning of work schedules for lead workers and strong project oversight provide for efficiency in operations and maximization of available resources

EDUCATION AND/OR EXPERIENCE:

- Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework in public works maintenance and repair or related field, and five (5) years of increasingly responsible experience in the construction and maintenance of City infrastructure, facilities, and systems related to area of assignment, including two (2) years lead or supervisory experience.
- Previous experience in park and building maintenance is highly desired.

LICENSE / CERTIFICATE;

- Possession of, or ability to acquire a Public Works Professional-Supervision (CPWP-S) certification issued by American Public Works Association within 3 years (36 months) of transfer or hire.
- Possession of Certificate of Completion of IS-552, IS-554, IS-556, IS-558, and IS-559 of the Independent Study Program (ISP) issued by FEMA Emergency Management Institute within 3 years (36 months) of transfer or hire.
- Possession of, or ability to acquire a valid California class B driver's license within 2 years (24 months) of hire. Must have a driving record that is acceptable with the City's insurance carrier.



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QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Knowledge of:

- Thorough knowledge of regulations, policies and procedures that apply to streets and parks operations,
- Knowledge of office administration practices, procedures and personnel management,
- Formulate, implement, and administer policies and procedures for effective fiscal control,
- Establish and maintain an effective and respectful work relationship with City officials, city staff, vendors and the public,
- Demonstrate excellent public relations and customer service skills,
- Convey a positive professional image by action, communication and appearance,
- Advanced interpersonal skill to handle sensitive and confidential situations and documentation,
- Some analytical ability is required to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work,
- Able to perform multiple tasks efficiently and applies knowledge of procedures to fulfill essential job duties,
- Make independent judgments that have highly significant impacts on the organization.
- Ability to deal with frequent change, delays or unexpected events,
- Manage emergency situations and use good judgment in determining proper response,
- Communicate effectively in the English language, present ideas and concepts with clarity, and prepare and make effective oral and written presentations,
- Meet deadlines and perform multiple tasks under pressure,
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: Walking or standing for extended periods of time.

Ability to:

- Supervise the work of others, is responsible for maintaining department standards,
- Plan and organize daily work activities for Urban Forestry crews,
- Plants, transplants, trims, and removes trees of varying heights and configurations. Will utilize an aerial (bucket) truck to accomplish the work,
- Sets up traffic control devices and directs traffic; takes all necessary precautions to safeguard crew members, the public and property,
- Operate a variety of power and motorized equipment, including but not limited to chain saws, brush chipper, tractors, forklifts, dump trucks, aerial truck, air compressor, concrete saw, high pressure sprayer and front loaders,
- Maintain equipment and sharpen tools,



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- Make recommendations regarding the purchase of arboricultural equipment,
- Perform the most complex maintenance duties and operate related equipment safely and effectively,
- Develop contract specifications for public works maintenance contracts; administer such contracts,
- Develop cost estimates for supplies and equipment,
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques,
- Prepare clear and concise reports, correspondence, procedures, and other written materials,
- Maintain accurate records and files of work performed,
- Develop and recommend systems and procedures related to assigned operations.
- Establish and maintain a variety of manual and computerized record keeping and project management systems,
- Make sound, independent decisions within established policy and procedural guidelines,
- Organize own work, set priorities, and meet critical time deadlines, Operate modern office equipment, including computer equipment and software programs,
- Use English effectively to communicate in person, over the telephone, and in writing,
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines,
- Establish and maintain effective working relationships with those contacted during work.

ENVIRONMENTAL ELEMENTS

Employees work primarily outdoors and are exposed to loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Environmental Conditions:

Most duties in this class are performed under periodically disagreeable working conditions, working outside, sometimes in adverse weather, exposed to water, mud, dirt and grease; some positions may require more frequent exposure to disagreeable



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conditions including paint fumes, caustic chemicals, equipment noise and vibration, and dampness.

Physical Conditions:

Most positions in this class require frequent lifting/carrying of objects weighing up to 25 pounds, and less frequently up to 50 pounds, stooping, kneeling, crouching, reaching and handling; some positions require the ability to lift objects weighing up to 100 pounds maximum with frequent lifting up to 50 pounds and the ability to climb.

May be required to work on evenings, weekends and holidays; and or Participate in after-hours emergency response and on-call and callback assignments.

Disaster Service Worker: In accordance with Government Code Section 3100, City of Greenfield employees, in the event of a disaster, are considered disaster service workers and may be asked to respond accordingly.