

## CLASSIFICATION SPECIFICATION



**CLASSIFICATION:** Assistant Public Works Superintendent  
**ALLOCATION:** Public Works  
**FLSA STATUS:** Non-exempt  
**UNION AFFILIATION:** YCEA

**ESTABLISHED:** July 2007  
**REVISED:** April 2011

---

### **JOB SUMMARY:**

Under general direction, plan, oversee, supervise and direct the activities of assigned staff in the Operations Division of the Public Works Department; oversee skilled work in the construction, maintenance and repair of roads, bridges, drainage facilities and related County infrastructure; oversee the work of staff performing construction equipment maintenance and repair duties and perform related work as assigned.

This is the supervisory level in the road maintenance series.

### **CLASS CHARACTERISTICS:**

This position reports directly to the Public Works Superintendent. This class is distinguished from the Public Works Superintendent in that the latter is responsible for division-wide planning and operational goals and objectives and has overall responsibility for the Public Works Operations Division.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Supervise, assign, plan, review, and evaluate the work of assigned subordinate staff; evaluate workforce and resource needs of assigned staff; ensure adherence to quality standards, deadlines, and proper procedures, correcting errors or problems.
- Oversee and participate in the development of the unit's work plan; oversee work activities, projects and programs for assigned areas from onset through project completion.
- Provide or coordinate staff training; provide guidance to support professional development of staff; participate in the selection of staff including, conducting interviews and making staffing recommendations to management.
- Complete performance evaluations of subordinate staff; evaluate staffs' job performance and conformance to regulations; provide direction, encouragement, and praise through regular feedback sessions; discuss job performance problems with staff in order to identify causes and issues, and to work on resolving problems; recommend discipline and implement discipline procedures as needed/directed.
- Coordinate the repair or replacement on construction and maintenance equipment; provide staff direction for the centralized repair of equipment or recommend contract work as appropriate. Determine the need for and assist in the procurement of road maintenance equipment. Ensure that safe work methods are followed and that safety equipment is used; direct the securing of work areas and the use of signs and barricades; conduct safety meetings for all staff and ensure compliance
- Determine labor and material requirements for projects; estimate and requisition materials; recommend contract work if appropriate; ensure that work is done to specification and in a timely manner.
- Evaluate pavement condition status and maintain Pavement Management System.
- Assist the Department in collecting traffic count data.
- Assist in developing and implementing County, department and divisional policies, procedures, and service standards in conjunction with management.
- Assist in preparing and administering the budget for the assigned area of responsibility; recommend and submit requests for additional staff, equipment, materials and projects for inclusion in the department budget.
- Perform construction inspection pertaining to various Public Works projects and encroachment permits.
- Possess the knowledge and capability to perform a variety of field construction and maintenance activities, on a relief or emergency basis, such as: operating a variety of light and heavy construction equipment, including trucks of various sizes, motor graders, back-hoes, loaders, sweepers, and rollers.
- Construct, maintain and repair roadways and other paved areas, including bridges and parking areas.
- Maintain records and files of work performed.

#### **Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Respond to emergency situations in off hours as required; coordinate such response with fire and law enforcement personnel.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

- Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Basic supervisory principles and practices.
- Principles and practices of employee supervision, including selection, work planning and organization, performance review and evaluation and employee training and discipline.
- Methods, materials and equipment used in the construction and maintenance of roads, culverts, bridges, traffic control signs and related construction and repair work.
- Methods and practices of pavement maintenance and repair.
- Basic budgetary practices and terminology.
- Operation, maintenance and capabilities of various road and heavy construction equipment.
- Techniques of cement construction, pouring and finishing.
- CalOSHA, Vehicle Code, Streets and Highway Code and other laws, codes and regulations regarding road striping, marking, traffic sign installation and pesticide application.
- Use and maintenance of commonly used hand and power road maintenance tools and equipment.
- Safe work methods and safety regulations related to the work including handling hazardous materials.
- Engineer and survey mathematics.
- Record keeping practices.
- Basic computer applications related to the work.

### **Skill in:**

- Motivating, developing, and directing people as they work, identifying the best people for the job.
- Leadership, scheduling and supervising staff, skills training, and delegating tasks and authority.
- Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
- Monitoring and assessing the performance of one's self, other individuals, or processes to make improvements or take corrective action.
- Planning, assigning, organizing, supervising, reviewing and evaluating the work of staff.
- Training staff in work procedures.
- Planning, directing and inspecting road maintenance and repair work.
- Determining equipment, material and staffing required for road maintenance, construction and repair projects.
- Assisting in developing and administering the division's budget.
- Directing road, bridge and related maintenance work.
- Observing all safety requirements and regulations.
- Directing the safe use and maintenance of hand and power tools related to the work.
- Making accurate engineering and surveying calculations.
- Reading and interpreting plans, maps and instructions.
- Using initiative and independent judgment within established procedural guidelines.
- Preparing records and reports of work performed.
- Effectively using tact, patience, courtesy, discretion and prudence in dealing with those contacted in the course of the work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

### **Ability to:**

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Perform heavy physical labor on a regular basis.
- Develop constructive and cooperative working relationships with others and maintain them over time.
- Require individual accountability and responsibility by immediately responding to behavior.
- Apply general rules to specific problems to produce answers that make sense.
- Keep accurate and timely records and accounts of employees work time, vehicle usage and materials utilized.
- Inspect materials and workmanship for safety hazards or construction problems.
- Recognize something is wrong or is likely to go wrong.
- Maintain composure in difficult situations.

- Observe, receive and obtain information from all relevant sources.
- Read and understand information and ideas presented in writing and verbally.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read printed materials; speak and hear well enough to understand, respond, and communicate clearly in person, over a radio and on the telephone.
- Independent strength and body mobility sufficient to stand, sit, walk, stoop and bend to access a typical field or shop maintenance setting, including operating hand and power tools.
- Manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Stamina to perform sustained physical labor, including standing, walking, climbing and working in confined or awkward spaces.
- Ability to wear Hazardous Materials Masks and other protective equipment in the manner intended.
- Strength to occasionally lift and carry up to 50 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Typical field or shop maintenance setting, as well as typical office setting.
- Work with exposure to potentially hazardous paints, chemicals, solvents and sealants.
- Work with exposure to inclement weather, temperature extremes, equipment noise, and heavy traffic and exhaust fumes.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licenses and Certification:**

- Possess and maintain a valid California Class A driver's license.
- Possess or obtain an X endorsement (tanker with Hazardous Materials Placard) prior to successful completion of the probationary period.

**Special Requirements:**

- Work extended shifts or be called back in emergency situations.
- Must successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.
- Must comply with U.S. Department of Transportation regulations as a "Safety Sensitive" classification, including pre-employment, random, reasonable suspicion and post accident drug and alcohol testing as a condition of employment.

**Education and Experience:**

**MINIMUM:** Graduation from high school and five years of experience in road and public works maintenance or construction which has included: the operation of heavy construction equipment and at least one year in a supervisory or project lead capacity over Public Works Maintenance Worker I/II or the equivalent.

**PREFERRED:** In addition to the minimum, five years of additional experience in road maintenance or construction which has included both the operation of heavy construction equipment and lead or supervisory experience and a current and valid X endorsement.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Public Works Approval: Mike Lee  
Date:

EEOC: G  
WC: 9422

Human Resources Approval: Iva Seaberg  
Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_