



1 East Main St.
PO Box 398
Ione, CA 95640

JOB ANNOUNCEMENT

Public Works Superintendent

Applications must be received by 4:00 P.M. on Wednesday, May 29th to jdoerksen@ione-ca.com.

The City of Ione is accepting applications for the position of full-time, benefited Public Works Superintendent. This is a single-incumbent professional level classification serving as the superintendent for the Public Works Department. The application of professional knowledge and skills is required in the research, analysis, planning, and implementation of effective programs and activities, and requires frequent use of independent judgment. The work frequently requires attending meetings, and making presentations to City Council, business and community groups. Assigned duties and responsibilities will require work to be performed during and outside of normal office hours, weekends, and holidays.

Knowledge/Skills/Abilities

Knowledge of: Principles, practices, methods, and materials for municipal maintenance projects and activities; principles, practices, and techniques related to street, facilities, horticulture, and equipment maintenance; supervisory principles and methods, including goal setting, budget preparation, and administration and employee supervision; safety practices pertaining to the work; applicable state and federal laws and regulations; and work planning, organization, and scheduling techniques.

Ability to: Plan, organize, assign, direct, review, and evaluate comprehensive municipal maintenance activities; select, train, motivate, and evaluate assigned staff; develop, implement, and interpret policies, procedures, goals, objectives, and word standards; analyze problems, evaluate alternatives, and make creative recommendations; read and interpret plans and specifications and guidelines; establish and maintain effective working relationships with those contracted in the course of the work; represent the City effectively in meetings with others; and maintain accurate records and prepare clear and concise reports and correspondence.

EXAMPLES OF ESSENTIAL FUNCTIONS: (Illustrative Only): *Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make*

reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, directs, supervises, and evaluates maintenance staff and activities in major public works areas (Parks, Streets, and Facilities);
- Assists in the development and implementation of goals, objectives, policies, procedures, work standards, and the annual budget for the department in assigned areas of responsibility;
- Sets priorities, develops preventative maintenance programs and ensures that all assigned divisions area maintained at an optimum level within cost and staffing limitations;
- Selects assigned personnel and provides for their training and professional development; interprets City policies and procedures to employees; is responsible for morale and productivity of assigned staff;
- Maintain safe working conditions for the workforce and public;
- Utilize computer technology for work management, information management, and communications;
- Provides corrective counseling and recommends or administers discipline of personnel, as necessary;
- Confers with and provides technical assistance to members of city departments on various maintenance matters; coordinates activities of the division with those of other departments and agencies;
- Conducts or directs studies; develops and reviews reports of findings, alternatives and recommendations; directs the maintenance of and prepares a variety of periodic and special reports regarding assigned responsibilities;
- Provides project management for Capital Improvement Projects within areas of responsibility;
- Coordinates and administers contracts for the design and maintenance of facilities and equipment within areas of responsibility;
- Maintaining safety logs, coordinating safety meetings, and scheduling safety training;
- Represents the City in meetings with representatives of governmental agencies, professional, business, and community organizations and the public; handles difficult complaints and inquiries;
- Monitors developments related to public works maintenance activities; evaluates their impact upon City operations and recommends policy and procedural improvements;
- Works closely with other members of the City to provide a coordinated and supportive approach to service delivery;
- Serves on a rotating monthly schedule to manage off-hour emergency personnel call-out;
- Others duties as assigned.

Minimum Qualifications

EDUCATION AND EXPERIENCE: *Any combination of training and experience which would provide the required knowledge and skill. A typical way to obtain the required knowledge and skill would be:*

Education: High School Diploma or equivalent.

Experience: Three to five years of supervisory experience in the maintenance of streets, parks, facilities, grounds, and/or equipment.

LICENSES AND CERTIFICATES:

Possession of a State of California driver's license and the ability to maintain insurability under the City's vehicle insurance program.

*Maintain appropriate licenses for area of responsibility.

Communication Skills: Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's ideas and thoughts.

Computer Skills: Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.

Teamwork & Interpersonal Skills: Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

Customer Service: Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.

Flexibility: Makes effective decisions and achieves desired results in the midst of major changes in responsibilities, work processes, timeframes, performance expectations, organizational culture, or work environment.

Multi-Tasking: Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).

Problem Solving: Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.

Reliability: Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and has excellent attendance.

Supplemental Information

WORKING CONDITIONS: *Employees may be required to attend off-site meetings, and to work varying shifts and extended hours including evenings and weekends.*

PHYSICAL DEMANDS:

While performing the duties of this classification, an incumbent is regularly required to use hands and fingers to handle, or feel. The employee is frequently required to talk, hear, and to sit and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

ENVIRONMENTAL ELEMENTS:

The employee typically works in an office environment. Non-traditional work hours may be required in order to accommodate the City's needs including attendance at City Council meetings, special City events, and matters requiring the presence of the incumbent. These hours may include, but are not limited to: weekends, evenings and holidays. The employee may be required to travel using public transportation. Generally clean work environment with limited exposure to conditions such as dust, fumes, odors or noise.

SELECTION PROCESS

The selection process will consist of an evaluation of the applicant's training and experience based on the required employment application. Applicants are also required to provide their resume upon applying. Only the candidates whose backgrounds best match the position will be invited to proceed in the oral interview process.

COMPENSATION AND BENEFITS

The salary range is \$74,900 - \$91,042 per year. The City contributes up to \$1750/ month towards a Cafeteria Plan under the provisions of Internal Revenue Code Section 125 for permanent full-time and part-time employees who work over 1,040 hours per a 12-month period.

Employees new to the CalPERS retirement system will be PEPRA eligible (2% at 62 formula). For more detail, please refer to the Employee Handbook.

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