

**City of Sebastopol
Job Description**

Job Title: Assistant Public Works Superintendent
Division: Miscellaneous
Department: Public Works
Location: Corporation Yard
Shift: Daytime
Reports To: Public Works Superintendent
Prepared By: R. Emig
Approved By: City Council
Approved Date: 12/05/2006
FLSA Status: Exempt

SUMMARY

To serve as department head in the absence of the Public Works Superintendent; under department head's direction, to assign, supervise and assist in the construction, maintenance and repair of streets, water, sewer, parks and related public works facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Under direction of the Public Works Superintendent, to supervise and personally assist in the repair and patching of streets and other roadways; supervises and personally assists in the construction, maintenance and repair of parks, water and sewer lines and mains, pumping or booster systems and related water and sewer facilities; directs the operation of equipment used in construction and maintenance work; lays out and schedules work assignments; checks work assignments to see that they are done properly and expeditiously; estimates and orders materials needed for specific projects; consults with the Superintendent of Public Works in planning work load and projects to be completed; checks and answers complaints received in the public works department; oversees the maintenance and public usability of City parks and pool; operates the industrial waste facility.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school; or two to three years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Position requires possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

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 the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts and in outside weather conditions and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and risk of electrical shock. The noise level in the work environment is usually loud.