

City of St. Helena, California

Employment Opportunity

Public Works Superintendent - Trees & Parks

Salary Range: \$76,784 - \$93,332 annually
(\$6,398—\$7,777 monthly) plus benefits*

**Note salary is under review with a Classification & Compensation Study*



ABOUT THE CITY

The City of St. Helena is located in the center of the premier Napa Valley wine-making region of California approximately 60 miles north of the San Francisco Bay Area. The City has a population of approximately 6,000 and is a full service city with its own Police Department, Public Library, Building Department, Water and Sewer Departments and Part-Time Fire Department.

Application Deadline:
Open Until Filled

The City of St. Helena has an exciting opportunity to fill a position in the Public Works Trees & Parks Division. This is a great opportunity to become part of a team of dedicated individuals that take pride in serving the local community.

Distinguishing Characteristics: The **Trees & Parks Superintendent** reports to the Public Works Operations Manager and is expected to be responsible for the overall assignment and supervision of crews engaged in construction, repair, and maintenance related to trees, landscaping and parks; to participate in assigned processes, procedures and programs; and to provide information and assistance to the public regarding assigned programs and services. Receives direction from Public Works Operations Manager. Exercises direct supervision over public works staff in the trees and parks divisions, as well as indirect supervision to other supporting staff within the Public Works Department.

Examples of Duties: (include but are not limited to the following)

- ◆ Plans, supervises, and directs the programs, projects, operation activities of the trees and parks divisions of the Public Works Department with the support of the Public Works Operations Manager.
- ◆ Assists in overseeing the proper organization and staffing of assigned sections; participates in Citywide programs and long range planning for trees and parks.
- ◆ Participates in the development of policies and procedures; recommends programs, projects, and work assignments to the Public Works Operations Manager.
- ◆ Develops and maintains short and long range maintenance schedules for trees & parks; assists in the development of cost estimates for implementation of maintenance programs; maintains tracking systems for all work including maintaining appropriate work records and documents.
- ◆ Assists in the establishment of division goals, strategies, and priorities; develops and manages continuous improvement processes.
- ◆ Directly and/or through supporting staff, assigns work and provides direction to staff, evaluates staff performances, ensures desired staff performance levels are maintained, and participates in processing personnel actions.
- ◆ Ensures assigned sections operate in compliance with rules, regulations, and policies; prepares reports and maintain records as required.
- ◆ Inspects work sites before, during and after completion to assure work is completed in a satisfactory and thorough manner; ensures the adherence to safe work practices by field maintenance personnel.
- ◆ Plans, coordinates, prioritizes, monitors, and participates in the work of crews responsible for the construction, maintenance, repair, and/or operation of trees and parks as necessary; provides day-to-day leadership to assigned crews; coordinates the work of the unit with other City departments and divisions, outside agencies, community groups, and the public.
- ◆ Supervises and participates in the removal of trees using hand tools, power equipment, and related equipment.
- ◆ Performs the more difficult and complex maintenance and construction duties of the work unit, including reading and interpreting construction plans and specifications; provides technical assistance to field crews; coordinates with contractors providing services to the City; performs inspections of construction and maintenance work in assigned areas of responsibility; assists with inspections on private and public improvement projects for adherence to City standards; responds to afterhours callouts as assigned.
- ◆ Prepares statistical and/or analytical reports on operations as necessary; participates in budget preparation and monitors approved budgets; participates in the equipment procurement process; orders, monitors, controls, and maintains supplies, tools, materials, and equipment.
- ◆ Responds to the more difficult questions and concerns from the general public, contractors, and

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

outside agencies; provides information as is appropriate and resolves public service or operational complaints; establishes and maintains a customer service orientation within the unit.

- ◆ Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

Knowledge of:

Modern principles, practices, and methods of public works maintenance, supervision, program development, and administration including trees and parks; operating characteristics and safety requirements for operation of trucks, construction vehicles, and other heavy and light equipment; defensive driving; facility condition assessment and reporting; plan review for determining impact on maintenance activities and maintenance cost; public administration policies and procedures; structure and organization of public sector agencies; principles and practices of public personnel administration; budget development and implementation; basic principles of mathematics; applicable federal, state, and local laws, codes, and regulations; methods and techniques of scheduling work assignments; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Oversee and participate in the supervision of the trees and parks sections; select, supervise, train, and evaluate staff; plan, organize, and direct the work of subordinate staff; supervise and direct the operations and activities of the trees and parks maintenance in the Public Works Department; estimate time, materials, and equipment needed to complete projects; read and understand plans and specifications; coordinate and conduct training programs for staff; respond to issues and concerns from the community; respond to after hours call-outs and reside within a reasonable distance from the downtown City area within three months of employment; prepare, organize, and maintain inspection field and office data, and reports; perform required mathematical computations; consult effectively with management, staff, and the public; serve as a liaison between various public agencies; participate in developing and administering a budget; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Trees and Parks Superintendent. An example of obtaining the required qualifications is to possess five years of experience in municipal public works maintenance work, including two years in a supervisory or lead capacity; and a high school diploma or equivalent.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license and one or more of the following:

Possession of an Arborist Certificate is required within one year of appointment

Possession of a Playground Inspection Certificate is highly desirable.

Possession of a Pesticide Certificate is highly desirable.

Working Conditions:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position requires near and far vision when inspecting work and operating assigned equipment. The ability to lift, carry, and push tools, equipment, and supplies weighing 25 pounds or more. Additionally, this position works outdoors in all weather conditions, including wet, hot, and cold. The individual may use cleaning and lubricating chemicals, pesticides, or herbicides which may expose the employee to fumes, dust, and air contaminants. The nature of the work also requires the individual to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions, and often work with constant interruptions.

**Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

Application and Selection Procedure:

To apply for this position, please submit the following documents and forms on CalOpps:

- ◆ Cover Letter
- ◆ Detailed resume

All resumes will be reviewed to select those applicants whose training and experience most closely match the requirements of this position. A limited number of qualified applicants possessing the most desirable qualifications may be invited to participate in the subsequent phase of the evaluation process which may include interviews, written exercises, or simulated work problems.

Note: Meeting the minimum qualifications does not guarantee advancement in the selection process.

Benefits:

- ◆ CalPERS defined benefit retirement: 2% at 60 formula for current members; 2.0% at 62 for new members. The employee is responsible for payment of the employee share of the pension cost.
*City employees also participate in the Social Security system.
- ◆ City-paid health, dental and vision insurance coverage for employee and dependents.
- ◆ Vacation accrues at varying rates for full-time employees. The beginning accrual rate is generally ten working days per year, increasing with tenure.
- ◆ Twelve holidays annually.
- ◆ Two personal convenience days per year (increases to five day after five years).
- ◆ Sick leave (twelve days per year).
- ◆ Life Insurance.
- ◆ Deferred Compensation Plan.
- ◆ Dependent Care program.
- ◆ Employee Assistance program.
- ◆ Flexible Spending Account.
- ◆ Bereavement Pay - 3 days in state/5 days out of state
- ◆ Longevity Pay and Bilingual Pay

There is a no smoking policy in effect within the City offices and vehicles. St. Helena is an equal opportunity employer. The City of St. Helena will require documentation of the legal right to work in the United States as required by the Immigration Reform and Control Act upon hire.

Compliance with Americans with Disabilities Act (ADA): With prior notice to the Personnel Department regarding testing or job performance modifications, the City will make every attempt to offer reasonable accommodations for qualified applicants and employees with disabilities.