



CITY OF PACIFICA
PUBLIC WORKS SUPERINTENDENT
(Streets and Streams, Parks, Building Facilities and Motor Pool)

DEFINITION

Under direction, manages the field services of the Public Works Department; to plan, organize, and direct the work of field personnel, including Parks, Trees, Streams Streets, Buildings, Rangers and/or Motor Pool Divisions.

DISTINGUISHING CHARACTERISTICS

This is a management class with major responsibilities for the City's Parks, Trees, Streams Streets, Buildings, Rangers and/or Motor Pool maintenance programs, that requires significant independence, initiative, and discretion within established guidelines. This position assists in the strategic planning, organization, and management across multiple operational units.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Field Services Manager or designee. Exercises general supervision over supervisory, professional, technical and administrative support staff through subordinate levels of supervision.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Plan, organize, direct, review and evaluate the work of staff involved in public works operations, including building maintenance, streams, streets, streets cleaning, storm drain maintenance, signs and signals, parking lots, and trails, janitorial service for City owned facilities, and vehicle maintenance and repair directly and through subordinate levels of supervision.
- Establish and carry out division goals, objectives, work plans, reports, policies and procedures.
- Prepare division budget and staffing requirements;
- Plan, organize and direct the work of contractors;
- Responsible for the procurement of goods and services.
- Monitor operations to ensure that operating procedures are followed.
- Control the requisition of supplies, materials and equipment.
- Assist in the recruitment and placement of new employees.
- Attend public meetings and functions.
- Establish division goals and maintain exceptional working relationships.
- Maintain exceptional working relationships
- Perform related duties and responsibilities as required and other duties as assigned.

QUALIFICATIONS

Knowledge of

- Methods, tools, materials, and types and functions of equipment used in the maintenance of city street repair and maintenance
- Methods, practices, standards and specifications for compliance with industry regulations.
- Safety regulations and practices pertaining to work performed.
- Principles and practices of industrial facilities and equipment, maintenance and repair.
- Effective supervisory techniques.
- Environmentally responsible and resource-efficient public utilities maintenance techniques.
- Professional level writing techniques, including proper grammar, spelling, vocabulary, and punctuation.

Skill/Ability to

- Supervise assigned programs and personnel
- Lay out and direct the work of semi-skilled workmen;
- Read and interpret construction plans and specifications;
- Interpret and apply technical standards, procedures, regulations, and City policies and procedures.
- Analyze problems, evaluate alternatives, and recommend methods, procedures and techniques for resolution of issues.
- Communicate effectively, both orally and in writing.
- Establish and maintain pleasant and cooperative working relationships with employees, government officials and the general public.
- Manage and advance multiple priorities, including large and complex projects, concurrently, on-time, and within budget.
- Prepare and maintain clear and accurate reports and records
- Operate modern office equipment, including computer equipment and software programs relevant to the work performed and have good knowledge of facility maintenance software programs.
- Plan, organize, direct, and review the work of assigned staff.
- Effectively supervise, train, motivate and evaluate assigned personnel.
- Work independently and in a team setting.
- Consistently demonstrate professionalism, ethical integrity, and exceptional customer service.
- Direct and conduct work safely following industry best practices and the City's safety practices and procedures.
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Experience and Training Guidelines

Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is:

Experience

Four years of progressively responsible public works, construction and/or maintenance work;

Education

Equivalent to graduation from high school (additional qualifying experience may be substituted for the educational requirement on a year-for-year basis).

License

Possession of a State of California Class C at date of hire. Incumbent must acquire California Class B driver's license by completion of probation.

ADDITIONAL INFORMATION:

Physical Skills

Mobility to work in a typical office setting or outdoor environment. Able to use standard office and field equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb stairs; lift and carry up to 25

pounds; maintain sustained posture for prolonged periods of time; distinguish among various colors and/or symbols; able to read printed materials and a computer screen; able to communicate effectively with others; smell to distinguish odors.

Work Environment

May be exposure to cold, heat, noise, outdoors, inclement weather, dust, dirt, vibration, chemicals, traffic, traffic hazards, odors, mechanical hazards, electrical hazards, explosive hazards, and bio-hazards. May be 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, and risk of electrical shock. The noise level in the work environment can be loud.

The employee may be required to work night, early morning, or weekend hours dependent on workload factors in addition to normally scheduled work hours. Respond off-hours to various emergency situations

The work schedule may include storm coverage and occasional irregular hours. The work schedule will include the need for irregular after-hours work as part of the normal job duties, including 24x7 availability for response to emergencies.

As required by the Department of Transportation, the incumbent of this position will be required to undergo random drug and alcohol testing according to DOT regulations.

Job Title:	PW Superintendent
Reports To:	
Job Type:	Full-time (40 hours per week / 2080 hours per year)
FLSA Status:	Exempt
Bargaining Unit:	Teamsters Management Local 350 (Mgmt 350)
Adopted:	05/27/2025
