



City of Sunnyvale

Superintendent of Public Works Operations

SALARY	\$166,063.00 - \$207,579.00 Annually	LOCATION	Sunnyvale, CA
JOB TYPE	Full-Time	JOB NUMBER	24-00013
DEPARTMENT	Public Works	DIVISION	PW Operations
OPENING DATE	01/30/2024	CLOSING DATE	3/7/2024 5:00 PM Pacific

Description

SUPERINTENDENT OF PUBLIC WORKS OPERATIONS

Regular, Full-Time Employment Opportunity

The City of Sunnyvale is seeking a Superintendent of Public Works Operations for the Department of Public Works. This position manages a staff of approximately 60 and oversees the City's Street Operations, Facilities, and Fleet divisions. The Superintendent works directly for the Director of Public Works, is part of the department's management team, and maintains collaborative relationships with other departments and divisions in the City.

To be successful the Superintendent of Public Works Operations will demonstrate positive leadership, strong management, and administrative expertise. Technical, problem-solving, and clear communication skills are a must. The desire is to create an environment that emphasizes service through effective utilization of operational systems, processes, and technology, resulting in a quicker turnaround and greater levels of communication. The ideal candidate will have strong organizational skills including a participatory, visible, and hands-on management style. The incumbent will engage staff and manage workload through mentorship, training, and innovative approaches to service delivery.

Essential Job Functions

(May include, but are not limited to, the following):

- Develops and implements divisional goals, objectives, policies and procedures.
- Plans, organizes and directs Public Works Operations Division activities including the maintenance of a wide variety of public facilities.
- Directs, oversees and participates in the development of the Operations Division workplan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Prepares the Operations Division budget; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials and supplies; administers approved budget.
- Recommends the appointment of personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures as required; maintains discipline and high standards necessary for the efficient and professional operation of the department.
- Represents the division and department to outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Researches and prepares technical and administrative reports; prepares written correspondence.
- Receives, researches and responds to the more difficult public relation problems.

- Recommends and enforces safety measures and programs; ensures that records are properly kept.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires near and far vision in reading reports and work related documents and using a computer. Acute hearing is required when providing phone and personal customer service. The need to lift, drag and push files, paper, books and documents weighing up to 25 pounds is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

Minimum Qualifications

Education and Experience:

The minimum qualifications for education and experience can be met in the following way:

A Bachelor's degree from an accredited college or university in business administration, public administration, engineering or a related field; AND

Five years of progressively responsible experience in public works construction and maintenance of streets, street lighting and facilities, including two years of supervisory experience.

Knowledge of:

- Principles and practices of pavement and sidewalk construction and maintenance, fleet and building maintenance.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal rules, regulations and laws.
- Principles and practices of organizational analysis and management.
- Budgeting procedures and techniques.
- Principles and practices of supervision, training and personnel management.
- Office methods, procedures, software and equipment.

Ability to:

- Organize and direct Public Works Operations Division operations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply City and department policies, procedures, rules and regulations.
- Prepare and present technical and administrative reports, correspondence and other documents.
- Effectively plan for the short and long-term maintenance and replacement of a variety of public works facilities and equipment.
- Supervise, train and evaluate personnel.
- Operate a computer using word processing and business software and other office equipment.
- Communicate effectively, orally and in writing.
- Establish and maintain and promote positive and effective working relationships with employees, other agencies, public officials and the public.
- Observe safety principles and work in a safe manner.

Willingness to:

Attend weekend and evening meetings.

Licenses/Certificates:

Possession and continued maintenance of a valid class C California driver's license and a safe driving record.

DESIRABLE QUALIFICATIONS

- Previous management level experience.

- Possession of registration as a professional civil or structural engineer issued by the State of California.

Application and Selection Process

APPLICATION PROCESS

If you are interested in this opportunity, please submit a City of Sunnyvale employment application and responses to the supplemental questions to the Department of Human Resources by **5:00 pm on Thursday, March 7, 2024 (postmarks or faxes are not accepted)**.

Candidates are asked to fully describe any training, education, experience or skills relevant to this position. **Electronic applications may be submitted on-line through the City's employment page at Sunnyvale.ca.gov and click on Jobs. Late or incomplete applications will not be accepted.**

EXAM PROCESS

Applications will be competitively screened based on the minimum qualifications of this position. Based upon a review of the application materials, the most qualified candidates will be invited to participate in the examination process, which may consist of an oral examination scheduled for **Wednesday, March 19th and/or 20th, 2024**. (Note: The examination process may be changed as deemed necessary by the Director of Human Resources). Selection interviews for top scorers will be conducted the first week in April.

SELECTION PROCESS

Those candidates that receive a passing score on the examination will be placed on an eligibility list for up to one year, in accordance with the City's Civil Service Rules and Administrative Policies. Top candidates on the eligibility list will be invited to participate in a selection interview with the department. Any candidate selected by the hiring department will be required to successfully complete a pre-employment process, which may consist of a comprehensive background investigation, as well as medical exam(s) administered by a City-selected physician(s) before hire. Prior to starting work, all newly-hired employees will be fingerprinted to check conviction history. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose conviction history will result in refusal of employment or termination.

INFORMATION ABOUT PROOF OF EDUCATION

Any successful candidate selected by the hiring department will be required to submit proof of education (i.e., original copy of the diploma or college/university transcripts).

ADDITIONAL INFORMATION

Positions in this job classification are represented by the Sunnyvale Managers Association (SMA).

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

The City of Sunnyvale is an Equal Opportunity Employer. It is the policy of the City of Sunnyvale not to discriminate against all qualified applicants or employees on the basis of actual or perceived race, religion (including religious dress or grooming practice), color, sex (includes gender, pregnancy, childbirth, medical conditions related to pregnancy or childbirth, breastfeeding or medical conditions related to breastfeeding), gender identity and/or gender expression, sexual orientation

(including heterosexuality, homosexuality and bisexuality), ethnic or national origin, ancestry, citizenship status, uniformed service member status, marital status, family relationship, age, cancer or HIV/AIDS related medical condition, genetic characteristics and/or genetic information, and physical or mental disability. Applicants needing special accommodations for testing should submit a request to the Department of Human Resources at time of application.

Agency

City of Sunnyvale

Address

456 W. Olive Avenue

Sunnyvale, California, 94086

Phone

408-730-7490

Website

<https://sunnyvale.ca.gov>

Superintendent of Public Works Operations Supplemental Questionnaire

*QUESTION 1

Instructions for completing the supplemental questionnaire:

This supplemental questionnaire will be a primary tool in the evaluation of your qualifications for this position. The supplemental information that you provide will be evaluated along with your completed application. Please limit your response to one page per question. In answering the question(s), be as specific as you can. Some questions may include multiple parts (i.e., (a), (b), (c), (d), etc.). Please make sure to address each part of each question in the supplemental questionnaire below.

Please be advised that you will be 'timed out' of this page after 30 minutes. Therefore, it is best to copy the supplemental questions that require text answers from this page into a document that you can save on your computer, produce your responses in that document, and then copy and paste the responses into the space provided below. Additionally, please save your work continuously.

The completed application and responses to supplemental questions constitute an examination. **Note: qualifying experience must be reflected on the education, work experience, Certificates/Licenses section of the job application form. Please note the information provided in the supplemental question will not be accepted in lieu of completing the work experience section of the application.**

Resumes may be attached, but they will not be accepted in lieu of completing the work experience section of the application or the supplemental questions. The information you provide will be used to further identify those applicants who are best qualified to continue in the selection process for this position.

Your responses to the questions that require you to detail your background and experience should include the following information:*

- The number of years of experience you have had performing the duties that you are describing;
- The name(s) and type(s) of organization(s) where you obtained such experience; and,
- Your role and specific responsibilities within the organization(s).

***Responses to the supplemental questions that indicate "see resume" are considered incomplete.** By checking the 'Yes' response below, I indicate that I have read these instructions for completing the supplemental questionnaire and in accordance with these instructions, I understand that written responses to the supplemental question(s) listed below are required, in order to evaluate my qualifications for this position and for my application to be considered complete.

Additionally, I certify that I have completed the following supplemental questionnaire on my own; the answers accurately reflect my training, education and experience; and, I understand that my responses are subject to verification.

Yes

No

***QUESTION 2**

Do you have at least a Bachelor's degree from an accredited college or university in business administration, public administration, engineering or a related field?

Yes

No

***QUESTION 3**

Do you have at least five years of progressively responsible experience in public works construction and maintenance of streets, street lighting and facilities?

Yes

No

***QUESTION 4**

If you answered yes to the question above, please describe your five or more years of experience in public works construction and maintenance of streets, street lighting and facilities below. Please include where you worked, your title and your specific responsibilities. If you answered no, please enter N/A in the space below.

***QUESTION 5**

Do you have at least two years of supervisory experience? If so, describe your experience. Be sure to include where you obtained your experience (name of organization) and number of years. If not, enter N/A in the box below.

***QUESTION 6**

Please describe your experience in managing operational budgets and setting performance measures. If you do not have this experience, please enter N/A in the space below.

***QUESTION 7**

The Superintendent of Public Works Operations manages a staff of approximately 60 people. Please describe your relevant management experience and what you believe are the three keys to success in managing a staff of that size. If you do not have relevant management experience, please enter N/A in the space below.

***QUESTION 8**

Do you have a valid California Driver's license with a safe driving record?

Yes

No

* Required Question