

OPERATIONS SUPERINTENDENT

DEFINITION

To plan, direct and supervise the day-to-day operations and activities within the Agency; to advise the Director on roads and bridge issues; to serve as the Agency's safety officer; and represent the Agency in County Emergency Operations Center functions.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the class of Deputy Director of the Planning and Public Works Agency in that the latter requires certification as a registered engineer and is responsible for planning and directing the professional and technical engineering activities of the agency.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Agency Director; exercises direct supervision over assigned maintenance staff.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Recommends goals and objectives; assists in the development and implementation of policies and procedures.

Prepares Roads Division budget; assists in budget implementation and monitoring; participates in the forecast of additional funds needed for staffing, equipment, materials and supplies; and administers approved budget.

Supervises, trains, disciplines, and evaluates assigned personnel. Participates in staff selection; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; recommends employee terminations and promotions.

Oversees and participates in the development of the Roads Maintenance Plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products and procedures; and makes recommendations for improvement as necessary to maintain efficiency and effectiveness of the Roads Division.

Coordinates Agency activities with those of other departments, divisions, and outside agencies as appropriate.

Organizes, manages and directs operation activities, including maintenance and construction of County roadways, structures, and other facilities as required.

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New 01/01/05
Rev.- 01/01/05
Rev.- 03/12/06
Rev.- 02/11/07
Rev.- 07/01/07
Rev.- 01/13/08
Rev.- 07/13/08

Res. #2004-121
Res. #2005-003
M.O. #6-3/21/06
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #22-2/6/07

Prepares cost estimates of contracted road and bridge projects.

Reviews and approves encroachment and transportation permits.

Inspects projects completed by private firms, public utilities and public agencies on County rights-of-way.

Serves as Safety Committee coordinator.

Represents the department in Emergency Operations Center planning and operations.

Performs field work as necessary, including surveying and inspections.

Responds to public inquiries, requests for assistance and complaints related to assigned areas of responsibility.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Pertinent federal, state and local laws, codes and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles and practices of project management.

Principles and practices including recent developments, current literature and sources of information regarding road maintenance and construction, heavy equipment maintenance, traffic control devices and other facilities as required.

Principles and practices of budget preparation and administration.

Principles and practices of supervision, training and performance evaluation.

Basic arithmetic.

Ability to:

Understand, interpret and apply pertinent laws, codes and regulations.

Organize, implement and direct a comprehensive maintenance and construction program.

Operate a variety of heavy equipment machinery.

Supervise, train and evaluate the performance of assigned staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Apply effective project management principles and practices.

Prepare and administer a budget.

Perform required mathematical computations with accuracy.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Work effectively in emergency and stressful situations.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in operations and facilities maintenance including two years of supervisory and administrative responsibility.

Training:

Associate's degree with major course work in business management or closely related field; Bachelor's degree is desirable. Experience in lieu of training is acceptable.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate, valid California Class A driver's license.