

# CITY OF BIG BEAR LAKE

## CLASS SPECIFICATION

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**Class Title:** Public Works Superintendent

**Class Code Number:** 7060

**Position Designation:** Professional/Mid-Management

**Division:** Public Works

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### General Purpose of Position

The purpose of the position of Superintendent is to provide field supervision to Public Works personnel in a professional manner and to ensure that the objectives of the Public Works Division and the overall goals of the City are achieved. This position reports directly to the City Manager or designee and supervises (directly or indirectly) all Public Works personnel.

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### RESULTS STANDARDS

Results Standards set guidelines for the quality and correct procedure expected when performing any task for the City of Big Bear Lake.

- I. Customer Service:**  
Government service is provided in a professional and effective manner with an emphasis on responsiveness and accessibility to both employees and the public.
- II. Professionalism:**  
Job duties are consistently performed in a legal and ethical manner consistent with the code of conduct and standards applicable and appropriate to the position and particular specialized area.
- III. Production:**  
Employee labor products are of high quality and are produced in a timely and cost-effective manner.
- IV. Critical Thinking:**  
Decisions are made utilizing appropriate problem identification, analysis, and evaluation processes with a continual emphasis on innovation, ethics, and professionalism.
- V. Teamwork:**  
Goals common to the organization are achieved through cooperation, coordination, and the development of professional relationships.
- VI. Professional Development:**  
Employees are empowered to perform their jobs at the highest level and are encouraged to improve both personally and professionally. The overall quality of professionalism in the organization is improved through commitment, training, involvement, and education.
- VII. Leadership:**  
Efficiency, effectiveness, and teamwork are promoted by all employees. The values of the City are properly communicated through the behavior of organizational leaders in a manner appropriate to their position.

### FORMAT

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**Result Statements:** (in bold) describe common results expected of the Division or results specific to a particular position.

Performance Standards (preceded by a ) describe the specific manner in which the associated Result Statement is achieved by this position. Multiple Performance Standards can be associated with each Result Statement and define the expectations for employee performance.

**A. The City=s infrastructure is maintained to the City=s standards.**

- Road repair work assignments are made in an effective manner.
- Road maintenance work is monitored and evaluated.
- A road maintenance plan is developed and administered.
- The road infrastructure of the City is inspected on a regular basis.
- Snow removal operations are coordinated and directly supervised.
- A schedule for regular maintenance on the pump stations is developed and maintained.
- Pump stations are inspected on a regular basis.
- Sewer development and improvement plans are developed and/or input is provided on such projects.
- Subordinates are provided with the resources necessary to maintain the sewer system in proper operating order.

**B. City facilities, parks and the Village area are maintained to the City=s standards.**

- Work assignments are given to ensure adequate staffing to maintain the facilities.
- The City facilities, parks and the Village area are inspected on a regular basis.
- Public Works employees are provided with the direction and training necessary to maintain the facilities of the City.
- Work assignments are prepared to ensure adequate grounds keeping for all City facilities, parks and the Village area.
- Public Works personnel are provided with the resources necessary to maintain the Village area in a proper manner.
- The Civic Center Annex is maintained to the City=s standards.

**C. City vehicles and equipment are maintained to the City=s standards.**

- A maintenance plan for all City vehicles is developed and administered.
- City vehicles are inspected on a regular basis.

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- Subordinates are provided with the resources necessary to maintain City vehicles in proper operating order.
  - D. The management responsibilities of the Public Works Division are carried out to the City's standards.**
  - Performance evaluations on members of the Public Works Division are completed in a timely manner.
  - The budget of the division is monitored and administered.
  - Proper safety procedures are followed by Public Works personnel.
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### Qualifications

**Education:** A high school diploma or equivalent is required. An Associate=s or Bachelor=s degree in public administration, civil engineering, or related field is preferred.

**Experience:** Five years of increasingly responsible public works experience including three years supervisory experience is required.

### Knowledge, Skills, Abilities, and Personal Characteristics

This position requires knowledge of the principles of street, drainage, and wastewater system maintenance programs. A thorough knowledge of federal, state, and local regulations relating to the field of public works is required.

The individual should be able to exercise sound judgment, be able to plan, be well organized, have excellent verbal and written communication skills, work well under pressure, be proactive, flexible, and cooperative. The individual should also be accurate, timely, and discreet.

### Physical Requirements

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. The employee must be physically able to bend, stoop, climb, and reach. This position requires the employee to operate hand tools, power tools, and motor vehicles.

### Tools

This position requires the routine operation of a motor vehicle. Occasional operation of heavy equipment, farm equipment, and hand tools may be required.

### Work Environment

This position requires both indoors and outdoors work. Outdoor conditions vary from hot to extremely cold temperatures. Outdoor work could involve exposure to wind, rain, snow and high levels of noise.