

**City of Sebastopol  
Job Description**

**Job Title:** Public Works Supt.  
**Division:** Management  
**Department:** Public Works  
**Location:** Corporation Yard  
**Shift:** As Required  
**Reports To:** City Manager  
**Prepared By:** R. Puccinelli  
**Approved By:** City Council  
**Approved Date:** 07/01/1999  
**FLSA Status:** Exempt

**SUMMARY**

Under administrative direction, to plan, organize, direct and coordinate the streets, parks, water distribution, sanitary sewer, wastewater treatment, swimming pool and vehicle maintenance programs of the City; to insure proper plan review for new Public Works projects; to represent Public Works functions with community groups and other government agencies, and to do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Plans, organizes, directs and coordinates the public works construction, maintenance and repair functions of the City; has responsibility for work scheduling and job assignments; makes periodic checks on work progress and completion; prepares bid specifications and coordinates work done by outside contractors; investigates citizen complaints and takes corrective actions when necessary; estimates staff time, equipment and materials needs for projects; insures the proper training and enforcement of work safety; selects, evaluates and disciplines assigned staff; prepares budget requests and controls expenditures; performs underground inspections for replacement of sewer and water facilities; provides for career development of assigned staff; plans the maintenance and repair of City streets, sidewalks and storm drains; insures the proper installation of traffic signs and pavement markings; insures maintenance and upkeep of parks and landscaped areas; plans for expansion and upgrading of water distribution systems; oversees operation of City reservoirs; establishes, carries out and maintains records for hydrant and valve testing; insures proper replacement of water meters; establishes preventative maintenance and repair programs for lift stations; has responsibility for the operation of public pools, does playground planning and insures maintenance of equipment; oversees building maintenance of City facilities; directs repairs and maintenance of City vehicles and equipment; maintains fuel usage and maintenance records for City vehicles and equipment; performs and oversees industrial waste inspections; represents the Public Works Department with community groups and other government organizations.

**SUPERVISORY RESPONSIBILITIES**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B. A.) from four-year college or university; or four to five years related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Position requires possession of an appropriate California Driver's license issued by the State Department of Motor Vehicles and Water Treatment Grade 2 Certificate.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places; and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.