

LEGEND:  
Additions  
Deletions

Approved January, 2009  
Proposed May, 2019

**CITY OF SANTA CLARA, CALIFORNIA**  
**STREET SUPERINTENDENT** ~~OF STREET AND SOLID WASTE~~  
(Unclassified)  
(159)

**EDUCATION AND EXPERIENCE**

Minimum Requirements:

- Graduation from an accredited college or university with a Bachelor's Degree in civil engineering, ~~environmental studies~~, horticulture, landscape architecture, construction management, business management, or related field, and
- Five years of increasingly responsible and varied experience involving street, traffic, landscape or storm drainage maintenance and construction or acceptable alternative public works maintenance or construction experience, at least two years of which shall have been in a supervisory capacity.

Desirable Qualifications:

- An advanced degree in public administration, business administration, engineering, or management is desirable; ~~and~~
- Possession of or the ability to obtain a valid certificate of registration from the State of California in civil engineering is desirable-
- Certified Arborist certificate from International Society of Arboriculture is desirable
- Pest Control Advisor (PCA) certificate from California Department of Pesticide Regulation is desirable

**LICENSE**

Possession of a valid California Class C driver's license is required at time of application and for the duration of employment.

**DISTINGUISHING CHARACTERISTICS**

This is a management position in the Unclassified Service. Under the general direction of the Deputy Director of Public Works ~~Director of Streets and Automotive Services~~, the position will be responsible for administering and supervising ~~one or more of~~ the Street Maintenance, Storm Drainage, Traffic, Solid Waste, Tree and Landscape Maintenance ~~Solid Waste~~ Divisions of the Public Works ~~Street~~ Department. An incumbent in this class exercises independent judgment and discretion; manages, controls and directs employees and contractors; and formulates policies for the effective use of assigned departmental personnel.

As a member of the City's Unclassified Service, this is an "at-will" position. The incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City's Code of Ethics and Values.

## ~~STREET SUPERINTENDENT OF STREET AND SOLID WASTE~~ (continued)

### TYPICAL DUTIES

~~Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed.~~ Duties may include, but are not limited to, the following:

Under general direction:

- Plan, organize, supervise, and direct the work of Public Works maintenance crews, involving the installation, repair, and maintenance of streets, storm sewers, street trees, landscapes, medians, and various City properties;
- Administer contracted construction and maintenance of streets, sidewalks, curbs and gutters, traffic safety signage and striping, public landscapes, and storm drainage facilities and pump stations;
- Develop scope of work for service agreements and manages work of contractors;
- Prepare and administer requests for proposal (RFP's);
- Coordinate work with related City departments and maintenance contractors;
- Assist in the planning and design of major street projects;
- Cooperate with other departments in scheduling work projects to make the most efficient use of personnel, materials, and equipment;
- Ensure maintenance of applicable professional certifications required for employees;
- Coordinate employee health and safety trainings for employees, including, but not limited to, traffic flagging and safety, fall protection, confined spaces, forklift certifications, bloodborne pathogens, hazard communication, and injury/illness prevention;
- Assist the Deputy Director of Public Works in the general administration of all maintenance divisions of the Public Works Department;
- Oversee the City's annual Clean-Up Campaign program;
- Implement asset management programs;
- Assist in the preparation and administration of the annual budget;
- Develop and track performance and workload measures;
- Respond to and resolve complaints and service requests;
- Resolve personnel grievances;
- Develop and maintains reports;
- Evaluate the performance of assigned personnel;
- Conduct training and development programs for assigned personnel; and
- Perform other related duties as assigned.

~~For the Street & Storm Divisions:~~

- ~~Plan, assign and manage the work of assigned personnel in the maintenance, construction, inspection and evaluation of streets and storm drainage facilities;~~
- ~~May manage the urban runoff pollution prevention program activities;~~
- ~~Manage various permits and agreements;~~
- ~~Assist in the planning and design of major street projects; and~~
- ~~Administer contracted construction and maintenance of streets, sidewalks, curbs and gutters, traffic safety signage and striping, and storm drainage facilities and pump stations;~~

## ~~STREET SUPERINTENDENT OF STREET AND SOLID WASTE~~ (continued)

### ~~For the Solid Waste Division:~~

- ~~• Plan, organize, coordinate and supervise the activities of green waste (Clean Green) collection and street sweeping personnel;~~
- ~~• Train collection and street sweeping personnel;~~
- ~~• Coordinate, instruct, monitor, and enforce the Solid Waste Division maintenance and safety programs;~~
- ~~• Assist in the monitoring of franchised and non-exclusive franchised garbage collection operations;~~
- ~~• Assist in the monitoring of the contracted City landfill post-closure tasks;~~
- ~~• Coordinate and administer Citywide Annual Clean Up Campaign; and~~
- ~~• Administers periodic Household Hazardous Waste drop-off events;~~

### ~~For the Street, Storm & Solid Waste Divisions:~~

- ~~• Maintain time, equipment, and production records;~~
- ~~• Prepare budgets and reports;~~
- ~~• Resolve personnel grievances;~~
- ~~• Respond to and resolve complaints and service requests following established rules and regulations for collection of green waste and garbage;~~
- ~~• Evaluate the performance of assigned personnel;~~
- ~~• Conduct training and development programs for assigned personnel; and~~
- ~~• Perform related work as required.~~

## KNOWLEDGE AND ABILITIES

### Knowledge of:

- Principles, practices, methods, tools, materials and equipment used in the maintenance and construction of streets, traffic safety signage and striping, storm drainage facilities, storm drainage pump stations, curbs, gutters and sidewalks, landscape maintenance, tree maintenance, and street sweeping;
- Principles of leadership and management through coaching, enabling and facilitating employees working in a team environment;
- Principles and practices of budgeting, communication, contracting, performance standards, records management, and resource management to achieve outcomes and expectations in implementing compliance programs to be consistent with environmental, health, safety, security laws, regulations and permits;
- Principles and practices of budgeting, communications, information technology, project management, performance standards, records management and the use of resources to achieve outcomes and expectation;
- Principles and practices of construction and contract management;
- Modern office equipment, and computer software programs including but not limited to current Windows applications, Word, Excel, and PowerPoint;
- Effective leadership, supervision, training and project management principles and practices;
- Research methods and statistical analysis; and
- Service request management platforms and other applicable technologies to provide oversight and monitoring.

### ~~For the Street & Storm Divisions:~~

- ~~• Principles, practices, methods, tools, materials and equipment used in the maintenance and~~

## ~~STREET SUPERINTENDENT OF STREET AND SOLID WASTE~~ (continued)

~~construction of streets, traffic safety signage and striping, urban runoff pollution prevention, storm drainage facilities, storm drainage pump stations, curbs, gutters and sidewalks;~~

~~For the Solid Waste Division:~~

- ~~• Principles, practices, methods, tools, materials and equipment used in solid waste management practices and street sweeping procedures and equipment maintenance;~~

~~For the Street, Storm, & Solid Waste Division:~~

- ~~• Contract basis and preparation;~~
- ~~• Principles and practices of budgeting, communications, information technology, project management, performance standards, records management and the use of resources to achieve outcomes and expectation;~~
- ~~• Principles and practices of construction and contract management;~~
- ~~• Principles and practices of human resources and public administration;~~
- ~~• Effective leadership, organization and management principles and practices; and~~
- ~~• Principles of management, supervision, training and performance evaluation.~~

Ability to:

- Conduct research and analysis of complex technical issues; evaluate options and make recommendations for action; prepare staff reports and recommendations;
- Manage consultants and contractors to meet contract requirements;
- Plan, organize, direct, and coordinate organization activities and effectively manage the work of others in order to operate the division;
- Build constructive relationships by promoting and developing effective partnerships with other departments, employees, City bargaining units, citizens, contractors and the general public;
- Establish clear goals and objectives in order to create an organization that delivers excellent customer service through ethical leadership standards, establishes an atmosphere of respect for employees, consistent with the City's Code of Ethics and Values;
- Analyze and prepare sound recommendations for the solution of difficult problems;
- Speak and write effectively; and-
- Walk or stand for extended periods of time and bend, stoop, crawl, climb, lift or any other physical requirement as necessitated by the position to perform assigned duties.

### SUPERVISION RECEIVED

Works under the supervision of the ~~Deputy Director of Public Works~~ ~~Director of Streets and Automotive Services~~, or other manager as assigned.

### SUPERVISION EXERCISED

Manages personnel engaged in street and sidewalk maintenance, traffic maintenance, storm drain system maintenance, ~~landscape maintenance, tree maintenance~~, street sweeping, ~~solid waste management~~, and other department personnel as assigned.

### SPECIAL CONDITIONS

May be required to work unusual hours and to be available on an "on-call" basis.

**STREET SUPERINTENDENT** ~~OF STREET AND SOLID WASTE~~ (continued)

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.

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## **STREET SUPERINTENDENT (continued)**

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## **STREET SUPERINTENDENT (continued)**

- Principles and practices of construction and contract management;
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- Research methods and statistical analysis; and
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### Ability to:

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