



Career Service Authority

Field Superintendent

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GENERAL STATEMENT OF CLASS DUTIES

Performs second level supervisory responsibilities over skilled trade supervisors, crew supervisors, and employees involved in City field operations such as the collection of solid waste and the maintenance of City parks and urban forests.

DISTINGUISHING CHARACTERISTICS

The Field Superintendent class performs second level supervisory duties. This class is distinguished from the Operations Supervisor class that supervises non-supervisory and/or working supervisory employees involved in the operation, construction, maintenance and/or repair of City facilities and infrastructure, the collection and disposal of solid waste, or the maintenance of City parks and urban forests. The Field Superintendent is also distinguished from the Facilities Superintendent, which performs second level supervisory responsibilities over skilled trades employees involved in the maintenance, repair, or construction of City facilities. The Field Superintendent is also distinguished from the Manager I classification, which manages an operational and/or functional area(s) and performs some elements of supervision by recommending and implementing plans, procedures, policies, programs, and projects.

Guidelines, Difficulty and Decision Making Level:

Guidelines are in the form of stated objectives for the section, unit, function, or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit, or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability, and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs, or projects in various stages of completion.

Level of Supervision Received and Quality Review:

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program, or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy, and conformance to policy.

Interpersonal Communications and Purpose:

Contacts are of a non-prescribed nature involving the negotiation and resolution of problems and where exceptional degrees of discretion, judgment, and specialized knowledge are required in carrying out the programs and policies of an organization.

Level of Supervision Exercised:

Supervises two or more supervisors and staff that do not supervise.

ESSENTIAL DUTIES

Directs and supervises subordinate supervisors and staff involved in the collection and disposal of solid waste, construction projects, field parking operations, and/or the maintenance of City parks and urban forests.

Develops and manages the budget for the division or work functions and allocates funds within the budget to accomplish objectives.

Develops and monitors work teams or units and assigns staff to efficiently and effectively accomplish the division's goals and objectives.

Implements and interprets policies and procedures developed by higher level managers for the assigned division and recommends establishment or modification of policies and procedures.

Researches, develops, recommends, and implements staff training and development programs that provide opportunities for individual employee growth, continuity of work flow during employee absences, and long range development of employees.

Researches and resolves operational and unforeseen procedural problems and addresses other concerns as directed or necessary.

Coordinates projects with other City agencies and/or departments, customers, and handles sensitive public relations problems.

Implements safety and security standards and develops procedures to ensure compliance, effectiveness, and efficiency of unit activities and safety standards.

Reviews, develops, and/or modifies work plans, methods, and procedures, determines work priorities, and develops work schedules to provide adequate staff coverage. Provides work instruction, assists employees with difficult and/or unusual assignments, and encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves problems, mediates conflicts encountered during daily operations, determines appropriate solutions, and promotes teamwork. Encourages regular communication and informs staff of relevant business issues and their impact on the organization.

Develops the performance enhancement plan, documents performance, provides performance feedback, formally evaluates the work of the employee, and provides reward and recognition for proper and efficient

performance. Develops and implements training and development plans and opportunities for subordinate staff.

Encourages and guides others toward goals.

Ensures quality, effectiveness, and efficiency of unit activities and safety measures.

Documents causes for disciplinary action, initiates letters of reprimand, and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

By position, inspects and approves contract work in progress and upon completion ensures compliance with approved plans and specifications.

By position, ensures the agency's compliance with federal and state regulations and requirements.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Leadership - Inspires, motivates and guides others toward goals; coaches, mentors and challenges staff, adapts leadership styles to various situations, models high standards of honesty, integrity, trust, openness and respect for individuals by applying these values daily.

Human Resources Management - Empowers and mentors staff by sharing power and authority; develops lower levels of leadership; shares rewards with staff; ensures staff are appraised, developed, and are otherwise treated fairly.

Managing a Diverse Workforce - Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce. Implements diversity policies for subordinate staff; supports opportunities to recruit, develop and retain a diverse workforce; promotes teamwork, acceptance and productivity among diverse persons.

Planning and Evaluating - Establishes objectives and strategies, identifies required resources, and develops plans for carrying out the work in a timely manner. Monitors and evaluates progress to ensure that policies are being implemented and adjusted as necessary to accomplish the organization's mission.

Oral Communication - Expresses ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others and facilitates an open exchange of ideas.

Written Communication - Expresses facts and ideas in writing in a succinct and organized manner.

Interpersonal Skills - Considers and responds appropriately to the needs, feelings and capabilities of others; adjusts approaches to suit different people and situations.

Conflict Management - Manages and resolves conflicts, confrontations, and disagreements in a positive and constructive manner to minimize negative personal impact

Financial Management - Recommends, administers, allocates, negotiates, and monitors revenue and/or expenditures to ensure cost-effective management of an assigned area(s).

Decisiveness - Makes sound and well-informed decisions; perceives the impact and implications of decisions. Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks and evaluates and chooses the best alternative in order to make a determination, draw conclusions or solve a problem.

Problem-Solving - Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

Flexibility - Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions or unexpected obstacles; effectively deals with pressure and ambiguity.

Self Direction - Demonstrates belief in own abilities and ideas; is self-motivated and results-oriented; recognizes own strengths and weaknesses; seeks feedback from others and opportunities for self-learning and development.

Team Building - Manages group processes; encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Internal Controls/Integrity - Assures that effective internal controls are developed and maintained to ensure the integrity of the organization.

Technical Competence - Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise (for example, engineering, physical science, law, or accounting); maintains credibility with others on technical matters.

Client Orientation - Anticipates and meets the needs of clients; achieves quality end-products; is committed to improving services.

Physical Demands: (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs)

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Lifting: raising or lowering an object from one level to another.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is away.

Pulling: exerting force on an object so that it is moving to the person.

Climbing: ascending or descending objects usually with hands/feet.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Crouching: bending body downward and forward by bending legs.

Crawling: moving about on hands and knees or hands and feet.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: Making frequent movements with a part of the body.
Lifting: Raising or lowering an object up to 10 pounds.
Far acuity: ability to see clearly at 20 feet or more.
Near acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distance and space relationships.
Field of Vision: ability to see peripherally.
Accommodation: ability to adjust vision to bring objects into focus.
Color Vision: ability to distinguish and identify different colors.

Working Environment:

Pressure due to multiple calls and inquiries
Subject to many interruptions
Subject to long, irregular hours
Handles emergency or crisis situations

Education Requirement:

Graduation from high school or possession of a GED Certificate plus eighteen (18) semester hours of directly related management course work from an accredited college or university which must have included management, personnel, performance evaluation, and business communication and report writing.

Experience Requirement:

Three years of supervisory experience over employees involved in field operations with regard to the construction, maintenance and repair of facilities and infrastructure.

Education/Experience Equivalency:

Additional appropriate education may be substituted for one year of the minimum experience requirement.

Licensure and/or Certification:

Possession of a valid driver's license at the time of application; and possession of a valid Colorado Class "R" Driver's License prior to the end of the probationary period.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 05/01/1999

ESTABLISHED BY: Ted Pacheco

REVISED DATE: 07/12/2009

REVISED BY: John Hoffman

CLASS HISTORY: 7/2009 - This class was revised, updated, and placed into the new class specification format.

Also, the Parking Operations Superintendent classification was abolished and incorporated into this classification.