



Office of Human Resources
Field Superintendent - CJ1917
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General Statement of 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.

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.

By position, may be required to be on-call to address emergent needs.

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.

Competencies

Decision Making – 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.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Reading - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.

Knowledge of safety practices and precautions sufficient to be able to supervise, train, and provide safety instructions to subordinates and others and to recognize and correct hazardous situations.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Four (4) years of supervisory experience over employees involved in field operations with regard to construction, maintenance and repair of facilities and infrastructure.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Handles emergency or crisis situations

Personal Safety: aware of surroundings, people, and events.

Subject to varying and unpredictable situations.

Subject to pressure for multiple calls, inquiries, and interruptions.

Subject to long, irregular hours.

Level of Physical Demand

2-Light (10-20 lbs.)

Physical Demands

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

Balancing: maintaining body equilibrium to prevent falling over.

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

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

Color Vision: ability to distinguish and identify different colors.

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

Crouching: bending body downward and forward by bending legs.

Depth Perception: ability to judge distance and space relationships.

Feeling: perceiving attributes of objects by means of skin receptors.

Field of Vision: ability to see peripherally.

Field of Vision: ability to adjust vision to bring objects into focus.

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

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

Hearing: perceiving the nature of sounds by the ear.

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

Lifting: raising or lowering object weighing no more than 20 pounds, from one level to another.

Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.

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

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

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

Repetitive motions: Making frequent movements with a part of the body.

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

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

Talking: expressing or exchanging ideas by means of spoken words.

Vision Far acuity: ability to see clearly at 20 feet or more.

Vision Near acuity: ability to see clearly at 20 inches or less.

Walking: moving about on foot.

Background Check Requirement

Criminal Check

Employment Verification

By position, Motor Vehicle Record

Education Verification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: J-814

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: