Meeting Date: 1-13-09

AGENDA REPORT

City of Santa Clara, California

Agenda Item # 7A.7

Santa Clara All-America City 2001

Date: January 7, 2009

To: City Manager for Council Action

From: Acting Director of Human Resources

Subject: AMENDED Approval of the Revised Job Description for Superintendent of Street and Solid Waste

EXECUTIVE SUMMARY:

This revises the job description for the position of Superintendent of Street/Storm Maintenance, by combining it with the Solid Waste Superintendent. Superintendent of Street and Solid Waste is a managerial position in the Unclassified Service, responsible for administration and supervision of one or more of the Street Maintenance, Storm Drainage, and Solid Waste Divisions of the Street and Automotive Services 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. In addition, the incumbent 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. Staff is recommending this revised job description.

ADVANTAGES AND DISADVANTAGES OF ISSUE:

Approval of this job description for the classification of Superintendent of Street and Solid Waste will allow the City to begin a recruitment, and ensure currency of language in the job description. There are no disadvantages.

ECONOMIC/FISCAL IMPACT:

There is no economic or fiscal impact to the City, other than administrative staff time and expense. Funding is provided for in the current budget.

RECOMMENDATION:

That the Council approve the revised job description for Superintendent of Street and Solid Waste.

Alan Christenson
Acting Director of Human Resources

APPROVED:

Jennifer Sparacino
City Manager

Documents Related to this Report:
1) Superintendent of Street and Solid Waste Job Description

Legend
Additions
Proposed January, 2009
Approved August, 2008

CITY OF SANTA CLARA, CALIFORNIA

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, construction management, business management, or related field, and
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- Five years of increasingly responsible and varied experience involving street, traffic 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.

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 Director of Streets and Automotive Services, the position will be responsible for administering and supervising one or more of the Street Maintenance, Storm Drainage, and Solid Waste Divisions of the 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.

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.

Under general direction:
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;

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:
For the Street & Storm Divisions:

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

- 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.
- 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 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, 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.

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.