

RESOLUTION NO. 7542

CITY OF SOUTH GATE  
LOS ANGELES COUNTY, CALIFORNIA

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH GATE AMENDING RESOLUTION NO. 6454 (SALARY RESOLUTION AND POSITION CLASSIFICATION PLAN) BY AMENDING THE JOB SPECIFICATION FOR THE STREET & SEWER SUPERINTENDENT**

**WHEREAS**, the City must, from time to time, add or otherwise adjust job classifications, job specifications and/or compensation in the Salary Resolution and Classification Plan in order to satisfy the changing needs and demands of the workforce. Also to more closely match the tasks which need to be performed by employees in the City's various departments; and

**WHEREAS**, an evaluation has been conducted of the position specification of the Street & Sewer Superintendent vis-à-vis the actual duties performed by the employee who recently held that position. As a result it has been determined that changes are necessary as detailed in the Class Specification & Attributes attached hereto as Exhibit "A"; and

**WHEREAS**, the City, in consultation with the Personnel Office, and the key personnel in the Administration Department, have determined that it is appropriate to make updates to the Street & Sewer Superintendent position specification;

(Remainder of page left blank intentionally)

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH GATE DOES HEREBY RESOLVE AS FOLLOWS:**

**SECTION 1.** The City Council hereby approves and adopts the proposed amended job specification for Street & Sewer Superintendent as detailed and attached hereto as Exhibit "A".

**SECTION 2.** The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

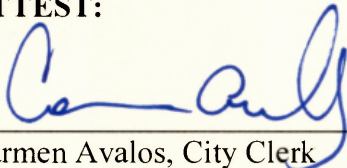
**PASSED, APPROVED and ADOPTED** this 12<sup>th</sup> day of February 2013.

**CITY OF SOUTH GATE:**



W.H. (Bill) De Witt, Mayor

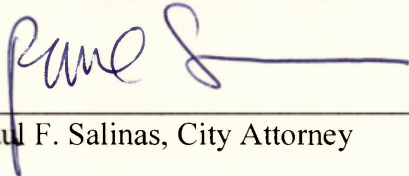
**ATTEST:**



Carmen Avalos, City Clerk

(SEAL)

**APPROVED AS TO FORM:**



Raul F. Salinas, City Attorney

**Exhibit "A"**

**Class Specification**

**Street & Sewer  
Superintendent**

***City of South Gate***  
CLASS SPECIFICATIONS AND ATTRIBUTES

**STREET & SEWER SUPERINTENDENT**

**DESCRIPTION**

Under general direction, plans, organizes, directs, and manages the construction, maintenance, and repair of streets, curbs, gutters, sidewalks, sanitary sewers and storm drains, parkway trees, weed abatement, and traffic painting, signals and signs; provides personnel and financial management of the Street and Sewer Division in the Public Works Department; and performs related duties as assigned.

**CLASS CHARACTERISTICS**

The Street & Sewer Superintendent is a single position classification which has administrative responsibilities such as assigning or coordinating work assignments. The incumbent is distinguished from the Street Lead Worker and Street Foreman in that the incumbent works primarily supervising staff and overseeing street and sewer maintenance operations.

**SUPERVISION RECEIVED**

Works under the general supervision of the Field Operations Manager.

**SUPERVISION EXERCISED**

Exercises direct supervision over the Street Foreman.

**ESSENTIAL FUNCTIONS**

Essential functions include, but are not limited to, the following:

Supervises and manages the operations of the Street and Sewer Division, including the City's Refuse Transfer Station; inspects worksites and work in progress through completion to ensure compliance with approved plans, specifications and standards;

Reviews project and development plans and provides input and recommendations on strategies for construction, repair, and maintenance; complies with all applicable local and other regulatory agencies, including workplace safety, the Sanitary Sewer Overflow (SSO) Reporting requirements, Los Angeles County Tonnage Reporting requirements, prepares various reports including such areas as Waste Hauling, and National Pollutant Discharge Elimination System (NPDES);

Proposes and achieves work plan goals, prepares the annual budget and related supplemental requests for the Street and Sewer Division, monitors budget expenditures and revenues to ensure they are consistent with the adopted Division budget, identifies funding sources for a variety of related projects, programs and services;

Reviews and supervises the preparation of invoices for services provided by the Division, purchasing of all equipment, supplies, materials including the preparation of cost estimates and Request for Bids/Proposals, ensures compliance with the City's Purchasing policies and procedures; reviews and manages contracts; investigates and follows-up on citizen and other complaints and proposes corrective action;

Ensures the proper completion and maintenance of Division records such as workplace safety, Maintenance Management System, Daily Activity Reports, and inventory of materials; coordinates work with other City departments, outside agencies, contractors and individuals;

Recommends improved methods of operation in the division; ensures and provides personnel supervision, training, and evaluation and proposes disciplinary action as appropriate in a timely manner; provides input to the Director of Public Works and/or Field Operations Manager on personnel hiring and promotions; prepares