

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.

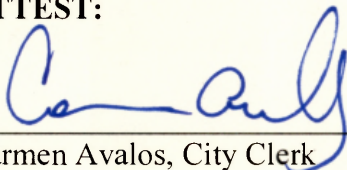
**PASSED, APPROVED and ADOPTED** this 12<sup>th</sup> day of February 2013.

**CITY OF SOUTH GATE:**



W.H. (Bill) De Witt, Mayor

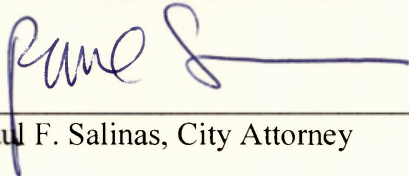
**ATTEST:**



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

correspondence, reports, and other written materials; makes presentations to various groups; participates in community and other events determined by the Director or Field Operations Manager; serves as the Field Operations Manager as assigned;

Responds to all emergencies including accidents affecting thoroughfares and/or transportation issues, hazardous material incidents, earthquakes, and serves as division liaison to the City's Emergency Management Team; confers with Field Operations Manager and/or Director of Public Works on assigned duties.

## **QUALIFICATIONS**

### **Training and Experience**

Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way would be the graduation from high school or GED, and an Associates degree in public works construction management or the completion of 60 units of college coursework with an emphasis in public works construction, maintenance and/or repair and five (5) years of progressively responsible experience in street and sewer construction, maintenance and repair management, in which three (3) years must be in the supervision of field activities involving street infrastructure construction, repair and maintenance. Possession of or ability to obtain a California Class C driver's license and a satisfactory driving record is required. Possession of Level II Sewer Collection Certification, Pesticide Applicators License, California State Waste Water Level I Certification are desired. If required by the City, all certifications and licenses must be obtained within six (6) months of appointment.

### **Knowledge, Skills, and Abilities**

Knowledge of: current methods, materials, tools and equipment used in the street and sewer construction, maintenance and repairs; street sweeping and sewer cleaning, street traffic painting, traffic sign construction, installation and repair, tree trimming and removal, and weed abatement; principles, practices, and techniques of infrastructure maintenance, including forecasting, developing project plans, cost projections, schedules and funding options for projects; budget and contract principles, and applicable laws, regulations, standards, codes, and ordinances.

Ability to: plan, organize and direct street and sewer construction, maintenance, repair and operational activities; originate and maintain records and prepare reports; read and interpret plans, specifications, and related documents; estimate construction, maintenance and repair costs; determine short and long-range work priorities and their implications relative to community needs, employee safety, and budget; use independent judgment and make sound decisions consistent with policies, procedures, organizational standards and laws and regulations; prepare and present reports, studies, and other information; use computer and related software; prepare capital outlay, maintenance and operational budget; plan, supervise, assign, evaluate, train and direct the work of subordinates; analyze and enhance the effectiveness of the Division and to successfully perform and coordinate its programs and services with other City Divisions and Departments, public and private agencies and with the general public; communicate effectively orally and in writing with department personnel, other City departments, State and County representatives, contractors and vendors, citizens' groups and the general public; and establish and maintain effective working relationships with others.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to

adjust focus. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field. Incumbents are not substantially exposed to adverse environmental conditions.

STREET & SEWER SUPERINTENDENT  
FEBRUARY, 2013

**RESOLUTION CERTIFICATION PAGE**

**STATE OF CALIFORNIA            )**

**COUNTY OF LOS ANGELES    )     SS**

**CITY OF SOUTH GATE         )**

I, Carmen Avalos, City Clerk of the City of South Gate, California, hereby certify that the whole number of Members of the City Council of said City is five; that Resolution No. 7542 was adopted by the City Council at their Regular Meeting held on February 12, 2013, by the following vote:

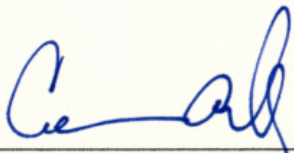
Ayes:            Council Members:    De Witt, Hurtado, Gonzalez, Morales and Davila

Noes:            Council Members:    None

Absent:          Council Members:    None

Abstain:         Council Members:    None

Witness my hand and the seal of said City on February 13, 2013.



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Carmen Avalos, City Clerk  
City of South Gate, California