

RESOLUTION NO. 2061

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD
APPROVING A POSITION DESCRIPTION FOR DEPUTY
PUBLIC WORKS SUPERINTENDENT

BE IT RESOLVED by the City Council of the City of Soledad, that the position description for Deputy Public Works Superintendent, in the form of the document hereunto attached, marked "Exhibit A", and by reference made a part hereof is hereby approved.

PASSED AND ADOPTED by the City Council of the City of Soledad at a regular meeting duly held on the 11th day of December, 1990, by the following vote.

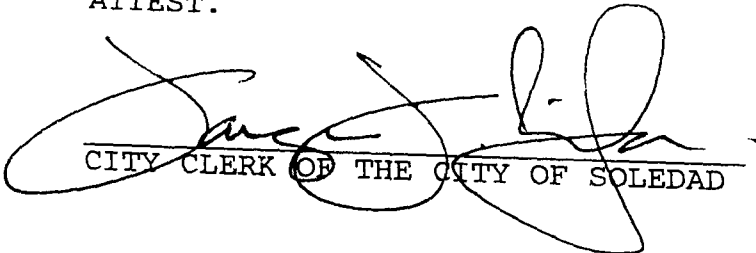
AYES, and in favor thereof Councilmembers: Fabian Barrera, Ben Jimenez, Jr., Fred Ledesma, Mayor Pro Tem John Holguin, Mayor Joe Ledesma

NOES, Councilmembers: None

ABSENT, Councilmembers. None


MAYOR OF THE CITY OF SOLEDAD

ATTEST.


CITY CLERK OF THE CITY OF SOLEDAD

POSITION DESCRIPTION

DEPUTY PUBLIC WORKS SUPERINTENDENT

DEFINITION

Under general supervision of the Public Works Superintendent, to organize, assign, supervise, and take part in the work of personnel engaged in the maintenance, repair and cleaning of the City's streets, related facilities, and other public and private property. The Deputy's position will assist in the operation of sewer collection and treatment facilities and water system and will act as senior public works supervisor in the absence of the Public Works Superintendent. Performs other related duties as they may be assigned. (This is a shirt sleeve, hands on, position which will require the Deputy Public Works Superintendent to work side by side with other Public Works Personnel.)

DUTIES

Assigns, supervises, and takes part in the work of personnel engaged in streets and other public rights of way, water, parks, sewer maintenance and upkeep/repair of public facilities. Assists in planning and ordering material for street maintenance, park equipment, water and sewer equipment and supplies; instructs employees in work and safety methods and in the proper use of machinery and tools; assists in establishing job priorities; answers citizen requests; keeps time and equipment records; supervises, trains and evaluates public works personnel in their respective assignments and duties; assists with annual inventory reports, performs other related duties as assigned.

QUALIFICATIONS AND STANDARDS

Education and Experience: Any combination equivalent to graduation from high school and four years of experience in street maintenance and construction work and related public services. Additional education at the college level or equivalent is desirable.

Knowledge and Abilities: General knowledge of the methods, materials and equipment used in the maintenance and improvement of public facilities; ability to operate a variety of equipment used in street construction and maintenance work; ability to estimate personnel and equipment time requirements; ability to follow oral and written directions; ability to assign and supervise the work of others; ability to establish and maintain effective relationships with others. Ability to achieve and hold a California Wastewater Class I Operators Certificate and California Water Operator's Certificate within one year of employment. Ability to communicate in Spanish is desirable.

Must possess and maintain a valid California Motor Vehicle license.

Exhibit "A"