

## COMPENSATION & BENEFITS

**Annual salary is \$115,523.20. Management Benefits Cafeteria Plan includes:**

Health and Dental Insurance	Management Paid Leave
Employee and Dependent Life & AD&D Insurance	County Allowance Credit
Health/Dependent Care Flexible Spending Plan	Voluntary Disability Plan
Vacation	Retirement Plan covered by the 1937 Act
Sick Leave	Deferred Compensation Plan Available
Holidays (paid and floating)	Professional Development Opportunities

## APPLICATION PROCESS

If you are interested in this exciting opportunity, please complete an application and supplemental questionnaire on-line at [www.acgov.org/hrs](http://www.acgov.org/hrs). The final filing deadline is **Monday, July 11, 2016, at 5:00 p.m. PST**. Applications will be screened according to the qualifications outlined in this brochure. The most qualified candidates will be invited to participate in the next step of the selection process.

## SUPPLEMENTAL QUESTIONNAIRE

This supplemental questionnaire is designed to evaluate your experience and your ability to communicate clearly and effectively in writing. **Your completed response to this supplemental questionnaire must be submitted with your application in order to be given consideration for the next phase in the recruitment process.** Please keep your answers to no more than one page per question. However, you are encouraged to provide as much detail as possible in your answers. We are searching for specific examples of your past accomplishments and challenges. Please prepare responses which describe the specific situations, your role and actions taken, and the impact your actions had on the organization or the particular project outcome.

1. Please describe your training and experience and how it has prepared you for the position of Public Works Field Maintenance Superintendent.
2. Describe your experience preparing and managing an operating budget for operations and maintenance within a municipal environment.
3. Describe your experience in preparing performance plans and appraisals of subordinate personnel. Specifically, how were performance measures identified, subordinate personnel informed of performance requirements, and appraisals conducted with subordinate personnel. Provide a specific example of how you used performance plans and appraisals to improve an employee's performance.
4. Describe your experience with developing maintenance program recommendations, estimating project costs, and administrative participation with operational budgets. Include the size of the budget that you were responsible for administering.
5. Describe your administrative experience in the area of personnel management in a road maintenance environment including developing crew schedules and work assignments, performance appraisals, and progressive discipline. Include the number of employees supervised and the type of work performed.
6. Describe your administrative experience where you were responsible for the oversight of road construction and maintenance programs which included accountability for scheduling, cost controls, and quality assurance.

If you have questions about this brochure, please contact:  
Iona Childers, Human Resources Analyst, (510) 272-6463

## TENTATIVE SELECTION SCHEDULE

Application and Supplemental Questionnaire  
Final Receipt Date: **July 11, 2016**  
Screening for the best qualified candidates:  
**July 28, 2016**  
Panel Interviews: **Week of August 8, 2016**

The Alameda County  
PUBLIC WORKS AGENCY

Invites you to apply for the position of

# PUBLIC WORKS FIELD MAINTENANCE SUPERINTENDENT



Alameda County is an Equal Opportunity Employer



## THE PUBLIC WORKS AGENCY MISSION STATEMENT

Enhance the quality of life for the people of Alameda County by providing a safe, well-maintained, and lasting public works infrastructure through accessible, responsive, and effective services.

## THE PUBLIC WORKS AGENCY VALUES

- Promoting responsibility through transparency and accountability.
- Being responsive to those we serve.
- Providing effective, high-quality service to the public.
- Recognizing our unique qualities as individuals and treating one another with respect and compassion.
- Innovative and progressive approaches and accepting the associated risks.

## THE AGENCY AT A GLANCE

Public services provided by the Agency include flood and storm water pollution control; transportation planning and design; roadway and flood control maintenance and inspection; and construction and building inspection.

The goals of the Agency are to keep roads safe and well-maintained; provide the highest level of flood protection; provide service levels that optimize infrastructure life cycles and minimize deferred maintenance; ensure that development and construction adhere to applicable State and County rules; optimize disaster preparedness, response and



recovery; ensure that Agency's operations and services minimize negative impacts on the environment; and sustain and advance County and Agency programs through a vital business and administrative support system. To accomplish these goals, the Agency has 289 full-time equivalent positions in a variety of professional, technical, clerical, and skilled-trades classifications, with an approved Agency budget for Fiscal Year 2015-16 of \$183 million.

## THE MAINTENANCE AND OPERATIONS DEPARTMENT

The Maintenance and Operations Department is comprised of approximately 125 full-time equivalent positions tasked with making Alameda County a safe place to live and work. The Department consists of two main divisions, the Fleet Division and the Maintenance Division, which has five skilled sections—Road Transportation, Traffic Safety, Flood Protection, Pump Stations and Drawbridges.

## THE POSITION

### FIELD SUPERINTENDENT ROAD MAINTENANCE

This is an exciting career opportunity to serve as a key member of a progressive organization. The Field Maintenance Superintendent reports to the Deputy Director of the Public Works Agency, Maintenance and Operations and manages Road Maintenance activities. The Department, under the direction of the Deputy Director, maintains roadways, transportation corridors, estuary bridges, flood control pump stations, and flood control channels in unincorporated areas of Alameda County.

## THE IDEAL CANDIDATE

The ideal candidate will be a key member of the Agency's Maintenance and Operations Department leadership team. The Alameda County Public Works Agency is recognized by the community and professional organizations as a leader in innovation, service delivery, and employee excellence. The ideal candidate will have the ability to develop, refine, and facilitate the implementation of selected initiatives in collaboration with key stakeholders. Additionally, the ideal candidate should have:

- **Technical knowledge** to assure that road construction, maintenance or repair projects comply with departmental policies and procedures as well as with engineering standards and relevant laws and ordinances pertaining to road constructions.
- Ability to **consistently maintain effectiveness and poise** when changes in work priorities require prompt action to accomplish objectives, problem-solving techniques, and processes to facilitate the identification and resolution of problems and issues related to the completion of work assignments.
- Ability to **project management principles and techniques** to supervise the progress of a variety of project activities.
- Ability to **implement workflow principles and concepts** to establish and maintain accurate work records and documentation depicting project status and progress.
- Ability to **represent the Agency to citizens** on issues concerning interpreting relevant laws and ordinances and resolving complaints; contacts property owners, public utilities employees, governmental units and civic groups to secure cooperation on road maintenance matters of present and future concerns.
- Ability to **establish and maintain effective working relationships** with governmental officials, subordinates, and the general public and be an approachable and politically astute leader with a style that elicits the trust of staff and others; able to inspire confidence and build support within and outside the organization.

## SPECIFIC REQUIREMENTS

### MINIMUM QUALIFICATIONS

**Experience:** The equivalent of five years of full-time experience as a Field Maintenance Supervisor or an equivalent or higher level class in the Alameda County service. (Non-classified includes District Attorney's Office, Hospital Authority, and the Consolidated Courts.)

### Or II

**Education:** Possession of a Bachelor's degree from an accredited college or university with major course work in engineering, construction management, business administration, public administration, or a closely related field.

### AND

**Experience:** Two years experience in roads, flood control structures, and public works maintenance construction management or related activity. One (1) year as a supervisor.

### Or III

**Experience:** The equivalent of six (6) years full-time experience in roads, flood control structures and public works maintenance, construction management, or related activity. Two (2) years as a supervisor.

### AND

**License** (required for all patterns): Possess and maintain a valid California Motor Vehicle Class C driver's license. Candidates must submit evidence from DMV showing current status of their license at the time of application and must have a clean driving record for the previous three-year period.