



JOB DESCRIPTION

Title: Public Works Superintendent

Department: Public Works

Reports To: Public Works Director

FLSA: Exempt

Date: November 2022

SUMMARY

Responsible for the day-to-day operation and maintenance of the City's street, stormwater, sewage collection systems, and solid waste activities. Works under applicable State, City and industry regulations and policies to ensure a safe, dependable, and cost-effective operation of these systems. The person in this position ensures that all federal, state, and local regulations are met, and that departmental policies and procedures are followed to provide safe, dependable, and cost-effective operation of the municipal stormwater collection, wastewater collection, and public right of way systems. Directs supervisors and handles personnel functions for areas of responsibility. This position assists in establishing and implementing sound business practices, rates, and long-range plans.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. They are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Supervises and directs the operation and maintenance of the street network, storm drainage, sewer collection, and solid waste control systems.
- Plans annual, monthly, weekly and daily work schedules and prioritizes projects taking into account the resources of the Department and the Public Works Department's overall progress and goals. Schedules preventative maintenance and emergency repairs.
- Oversees and directs supervisory staff in planning and implementation of personnel assignments. Provides oversight in determining personnel requirements, specific work management tasks assigned to each individual or shift and provides quality control supervision to ensure satisfactory performance of duties.
- Recommends physical improvements necessary or desirable to maintain or improve efficient operation of the street network, sewage collection, and stormwater systems. Prepares recommendations for the annual capital improvement program.
- Develops maintenance planning schedules for physical improvements necessary or desirable to maintain or improve efficient operation of the city's assets.
- Assists with annual budget for assigned areas of responsibility and operates within fiscal constraints. Prepares recommendations for capital improvement program.

- Responsible for personnel functions for areas supervised including organization plans, staffing, employee training and professional development, performance appraisals, disciplinary actions, and final selection of employees. Supervises consumer and community service activities such as utility locations, complaint investigation and citizen inquiry.
- Supervises and provides oversight of the City's solid waste program, including collection and disposal best practices.
- Supports Airport Manager with airport development and operations.
- Represents Department on various internal committees involved in emergency planning and emergency response.
- Represents the City at various regional boards and commissions as directed by the City Administrator.
- Attends workshops and seminars as approved to further develop knowledge, skills and abilities in order to develop new or to maintain and enhance areas of expertise.
- Assists other departments as requested.
- Follow OSHA procedures to ensure safety policies and procedures are enforced for the protection of crews, co-workers and public.
- Other duties may be required and assigned.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

- Associates degree in civil engineering, management, public administration, or related field.
- Valid driver's license and good driving record.
- Ability to obtain a Class A CDL within 6 months of employment
- Subject to a post-offer drug and alcohol screening and background check.
- Minimum of five years demonstrated complex program and project management experience required. Must be in one or more of the task areas related to the assignment (solid waste, street maintenance, storm drainage and sewer collection system maintenance).
- Minimum of three years of supervisory experience required.
- Subject to a post-offer drug and alcohol screening and background check.
- A combination of relevant education and experience which demonstrates the skills, knowledge and abilities required to perform the job will be considered.

Preferred Training and Qualifications:

- Bachelor's degree in civil engineering, management, public administration or related field.
- Wastewater Operator Certification

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements

- Driving, climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, felling, talking and hearing.
- Sitting 30 percent of the time, sitting and using arm/leg controls 20 percent of the time
- Standing (but not walking) 10 percent of the time.
- Standing and walking 40 percent of the time.
- Frequently lifting objects less than 10 pounds.
- Routinely lifting objects from 10 to 25 pounds.
- Infrequently lifting objects from 25 to 50 pounds.

Cognitive Demands

Ability to maintain records and prepare reports, secure prices and information on projects, services and products. Ability to maintain contact with other community agencies and city departments to be aware of services, and cooperate as needed to accomplish goals and to create harmony. Ability to answer inquiries from the public on services. Be able to maintain an ongoing relationship with outside agencies. Prepare and submit annual budget information and monitor same. Supervise areas as needed.

Language Ability and Interpersonal Communications

Abilities in: understanding and following oral and written instruction; supervising work of subordinate staff. Effective oral and written communication; establishing and maintaining effective and cooperative relationships with staff and general public; maintaining records and preparing reports; hiring with approval and evaluating personnel; recommending and enforcing disciplinary actions; maintaining and supplying equipment and facilities.

Environmental Adaptability

The work is performed inside and/or outside and includes being exposed to extreme heat/cold, noise, mechanical hazards, electrical hazards, chemical hazards, oils, confined spaces, and darkness or poor lighting conditions.

Job Description in no way states or implies that the description includes every duty to be performed by the employee occupying the position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties as requested by the City Administrator.

The City reserves the right to change or reassign job duties or combine positions at any time.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment not alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

The City of Perry is an Equal Employment Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.