



PUBLIC WORKS SUPERINTENDENT

EXEMPT STATUS: Exempt

SALARY RANGE: \$50,440-\$63,050

POSITION REPORTS TO: Public Works Director

JOB SUMMARY:

Position is under the general direction of the Public Works Director. Performs complex supervisory, administrative and professional work in planning, organizing and supervising the daily operations of the public works maintenance division, oversees the activities of Solid Waste (sanitation), Traffic Signals, Parks and Street operations.

ESSENTIAL JOB FUNCTIONS:

- Supervises solid waste and recycling collection, determines service routes
- Supervises the maintenance of streets, alleys, bridges, easements and City rights-of-way
- Approves all leave requests and scheduling of assigned personnel to ensure minimum staffing levels are met
- Engage problem solving skills proactively and, when appropriate, in response to individual citizen concerns, community challenges, and subordinate coaching; provide technical assistance in difficult situations
- Motivates and evaluates all assigned personnel; establishes performance standards and effectively communicates these to subordinate personnel; works with employees to correct deficiencies; assists in the implementation of discipline and termination procedures
- Selects personnel for positions and resolves personnel matters at the division level as required
- Coordinates maintenance of City property and buildings
- Implements city's 20 years street maintenance program
- Supervises and schedules maintenance of green spaces, easements and trimming of vegetation along City rights-of-way
- Performs inspections on CIP projects
- Conducts research and cost estimates on future maintenance projects
- Assist with ROW ordinance enforcement
- Responds to citizen complaints and requests for service
- Enforces safety rules and promotes safe working habits
- Prepares reports when directed or necessary
- Evaluates the equipment needs of the divisions
- Attains repair estimates and track(s) equipment maintenance expenses for consideration in capital replacement
- Coordinates the purchasing of necessary materials and supplies for all departments relative to duties and or daily activity's
- Reviews and authorizes invoices for account payable
- Assists other divisions or departments as directed
- Performs other duties as assigned

OTHER DUTIES

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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EDUCATION AND EXPERIENCE:

- Experience with safety, training and operation of equipment
- High school diploma or G.E.D. required
- Minimum five years experience and knowledge in sanitation services or street maintenance, repair, or construction field, with at least three years of supervisory experience preferred in City government

LICENSES OR CERTIFICATES:

- Certificate of training for courses related to street maintenance and safety training preferred
- Valid Texas Class C driver license; Texas Class B CDL desirable but not mandatory

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work well with people and communicate effectively both orally and in writing
- Proficiency with computers utilizing Microsoft Word and Excel
- Ability to work with minimal supervision
- Ability to write, read and understand written instructions
- Ability to plan, supervise, and coordinate the work of others
- Good managerial skills developed through administrative and supervisory responsibility in the public works field
- Practical use of a rod and level preferred
- Interpret and apply street construction and maintenance standards and procedures
- Possess a working knowledge of the schematics of blue prints, construction drawings and the principles of
- Professional social and interpersonal communication skills, requiring significant internal and external interaction
- Ability to exercise judgment, decisiveness, and innovation in situations involving evaluation of information

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Ability to lift up to 40 pounds on a regular basis
- Visual acuity, speech and hearing, hand/eye coordination and manual dexterity necessary to operate tools and equipment associated with the job
- Must be able to pass a drug and/or alcohol screen

<p><i>This class specification is not an employment agreement or contract. Management has the exclusive right to alter this class specification at any time without notice.</i></p>

SIGNATURES

This job description has been approved by all levels of management:

Department Head/Manager_____

Human Resources_____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee_____Date_____