

PUBLIC WORKS SUPERINTENDENT

GENERAL STATEMENT OF DUTIES

The Public Works Superintendent is in charge of the Public Works Operations for the City. Performs administrative, supervisory and skilled technical work in the maintenance and operations programs of the Public Works Department, including streets, sewer, parks, traffic control, storm drainage, and fleet maintenance. Coordinates and discusses Public Works operation issues with Board of Aldermen, local utilities, citizens, and other city staff. Oversight of construction and maintenance on specific projects in all areas of public facilities.

SUPERVISION RECEIVED

The Public Works Superintendent is responsible to and performs under the direction of the City Administrator.

SUPERVISION EXERCISED

The Public Works Superintendent exercises full supervision over assigned personnel as a significant part of the job duties.

EXAMPLES OF DUTIES

The following examples are meant to be illustrative only and are not intended to be all-inclusive:

- Plan and schedule the proper utilization of personnel and equipment to meet normal and emergency conditions
- Supervise and participate in the work of crews engaged in street, and right-of-way reconstruction, maintenance, and repair of storm drainage channels and storm sewers
- Work closely with other Departments in the construction and maintenance of all public facilities
- Operate all equipment in the Public Works Department and ensure the regular maintenance of all equipment and vehicles
- Respond satisfactorily to citizen's inquiries in a timely and efficient manner
- Provide annual employee evaluations
- Ensure that all heavy and light equipment is properly operated and maintained by maintenance personnel and workers

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- Participate in preparation of Public Works budget
- Compile various records, daily work sheets, request for materials, and other data required for weekly and monthly reports
- Prepare reports as required
- Facilitate pavement maintenance
- Supervise vehicle maintenance activities
- Supervises and participates in plowing of snow and salt spreading
- Checks crews in the field to assure compliance with safe working practices
- Checks field traffic control barricading to ensure that is in compliance with adopted traffic control policies and directives
- Trains personnel in the use of tools and equipment appropriate to each operation facility of the city infrastructure
- Performs other related duties and assignments as required and assigned

REQUIRED KNOWLEDGE, ABILITY, SKILLS, AND OTHER ATTRIBUTES

- Ability to understand and follow verbal and written instructions
- Ability to prepare department reports and recommendations
- Ability to supervise, maintenance, and inventory records and purchase needed materials and supplies

REQUIRED KNOWLEDGE, ABILITY, SKILLS, AND OTHER ATTRIBUTES

- Ability to understand and follow verbal and written instructions
- Ability to prepare department reports and recommendations
- Ability to supervise maintenance and inventory records and purchase needed materials and supplies
- Ability to supervise, train, evaluates, and inspects the work of subordinate personnel effectively
- Ability to schedule and coordinate numerous divisional work assignments in an effective, efficient manner
- Ability to establish and maintain effective working relationship with other employees, city officials, and the general public, through written and oral communications
- Must have good written and oral communication skills
- Thorough knowledge of construction equipment, materials, and methods employed in streets, sewer, parks, traffic control, and storm water drainage systems

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- Thorough knowledge of hazards and safety practices common to manual labor

DESIRABLE EDUCATION, TRAINING, AND EXPERIENCE

- Valid Missouri driver's license
- High school graduate or GED, College level courses not required but a plus, including vocational training related to Construction, Management, etc. Working knowledge of basic electrical, waste water collection systems (lift stations), and maintenance.
- At least two years supervisory experience
- Any combination of education, training, or experience that would qualify for the position as determined by the City Administrator.

ESSENTIAL FUNCTIONS

Sight, hearing, speech, frequent lateral mobility over various terrain, climbing, lifting items above head, stooping and bending, mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility; performs bending, squatting, sorting, kneeling, and reaching to ground level and overhead as required, lifting, carrying, stooping, superior strength with ability to push and pull 100 pounds and lift 50 pounds from the ground to 3 feet in height unassisted. Changing of physical location. Must be able to hold and grip objects. May be subject to sitting for long periods of time. Possesses manual dexterity necessary to operate a computer keyboard. Must be able to hold and operate hand tools. May work a varied schedule including some evenings and weekends. May be subject to pre-employment drug testing. Both indoor and outdoor working environment with exposure to dust and pollen, subject to a variety of weather conditions; may be exposed to extreme weather conditions: susceptible to mechanical hazards associated with light and heavy equipment as well as other safety hazards associated with working in and around high volume traffic. May be exposed to constant or extreme noise and fumes or odors.

FLSA STATUS: **Regular-Hourly**

DATE OF LAST REVISION: **September 15, 2015**

Employee Signature _____ Date _____

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