

JOB TITLE: Public Works Superintendent

DEPARTMENT: Public Works

STATUS: Exempt

REPORTS TO: City Manager

DATE: January, 2013

GENERAL STATEMENT OF DUTIES/ PURPOSE OF POSITION:

Organize, schedule, assign, oversee, and perform the operations and maintenance activities of public works functions including water and wastewater collection, treatment, and distribution; and related to the construction, installation, maintenance and repair of streets, facilities, and parks. Lead and review the work of Utility Workers and contracted field crews. Interpret and carry out duties in conformance with Federal, State, County and City laws and ordinances. Recommend medium and long term projects within functional area and perform special studies in support of division. Attend related meetings and training.

JOB SCOPE:

Direct and perform public works operations including water and wastewater collection, treatment, and distribution; and related to the construction, installation, maintenance and repair of streets, facilities, and parks. This position has accountability for results in terms of methods and accuracy. Oversee, review work, and train public works personnel in the performance of their duties. This position is responsible for scheduling assignments, ensuring proper equipment utilization, and performing formal performance evaluations of public works employees.

SUPERVISION RECEIVED: Work is performed under the general direction of the City Manager, with work being reviewed primarily on the basis of results attained. Has latitude in performing regular activities related to public works maintenance within established procedure and policy. This position recommends policies and procedures. State and Federal rules/regulations, and organizational and departmental protocols, guidelines, and SOPs dictate action.

SUPERVISORY RESPONSIBILITIES: Responsible for the direction of full-time Utility Worker positions and a varying number of direct contracted community and service workers. Assign and review work, and evaluate performance. Makes effective recommendations on hiring, discipline, termination or other personnel actions.

ESSENTIAL JOB FUNCTIONS/ EXAMPLES OF DUTIES PERFORMED:

Perform work in the construction, maintenance, repair and operations of the City's water and wastewater collection, treatment, and distribution systems, streets, facilities and parks. Order job equipment and materials, schedule weekly and daily work projects, inspect work in progress and upon completion to assure compliance with safety standards and City procedures and public works standards.

Monitor, maintain, and repair pumping stations, reservoirs, and related equipment to assure water and wastewater system reliability. Investigate service damage or disruption. Inspect, maintain,

repair, install, and operate storage tanks, valves, gauges, distribution meters, pressure regulators, data recorders, telemetry, pumps, motors and other equipment related to the systems. Analyze and troubleshoot performance.

Direct and perform the inspections, installation, service connections, repair, and testing of water mains, storm water and wastewater collection lines, manholes, and catch basins. Test and monitor mains and laterals to confirm connections, breaks, or flow direction. Direct and perform the cleaning and flushing of water mains, wastewater collection, and storm lines and laterals, catch basins, and sumps.

Oversee and perform the installation, maintenance, and repair of roadway surfaces including seal and chip seal programs. Ensure the proper placement of dead end barricades, guardrails, pavement markings, street signs, and other traffic control devices. Ensure proper inspection of roadways and sidewalks.

Operate a wide variety of departmental heavy equipment as necessary including backhoe, loaders, dump truck, tractors, and utility vehicles. Use a variety of hand and power-operated tool and equipment as necessary such as shovels, picks, hand and small riding mowers, grinders, tapping machines, power saws, drills, jackhammer, welders, and compressors. Operate shop and test equipment such as flow, volt/amps, sound/vibration, and pressure instruments.

Provide oversight of all public works projects and direct assigned personnel, including training, assigning and reviewing work, evaluating performance, and effectively recommending other personnel actions, such as hiring, discipline, and termination. Instruct or ensure instruction of Utility Workers in the appropriate use of materials, methods, tools, and equipment, including safety measures.

Prepare estimates and obtain quotations for inclusion in budget. Solicit and implement bids for repair, maintenance, and construction. Oversee contracted workers. Conduct field inspections of contracted improvements while work is in progress and upon completion prior to acceptance by the City.

Assist in annual budget preparation for the public works department. Administer departmental budget and oversee budget activity throughout the year.

Attend meetings; perform basic plan review to address public works concerns and conformity with public works standards. Respond to public inquiries in a courteous manner; take and respond to calls from citizens, contractors, other utility companies, private businesses and other interested parties to diagnose and troubleshoot issues; problem-solve and provide information within scope of knowledge or refers to other City staff, as necessary.

Prepare, review, and maintain written records and reports regarding work activities, material usage, accidents or damage, personnel time reports, etc. Draft specification lists for public works projects.

Provide suggestions and recommendations regarding policy and procedures, equipment, and facilities.

Respond to unusual or emergency situations, including calls after normal business hours, and recommend responses to meet problems. May be assigned to "on-call" duties, as necessary.

Establish and maintain cooperative and effective working relationships with management, staff, outside agencies, and the general public to solve problems and create partnerships.

Maintain proficiency by attending trainings and meetings, reading materials, and meeting with others in areas of responsibility.

Maintain safeguards around confidential and/or sensitive files and documents.

Foster a safe work environment. Follow all safety rules and procedures established for work areas. Ensure that all equipment used is maintained and operating properly. Maintain work areas in a clean and orderly manner.

May provide assistance to other department personnel as workload and staffing levels dictate.

Perform additional duties as required.

JOB QUALIFICATION REQUIREMENTS:

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge and abilities would be: High school equivalency plus additional specialized courses in water and wastewater treatment AND a minimum of four years of road, water, sewer, storm water maintenance or general construction experience, with at least one year in a lead or supervisory capacity.

KNOWLEDGE: Extensive knowledge of the operations, materials, methods, techniques, and Federal and State guidelines used in water and wastewater collections, treatment, and distribution as well as construction, maintenance, streets, and parks. Knowledge of occupational hazards and effective/proper safety standards, practices and procedures relating to equipment operation, heavy labor, pesticide application, and the use of hand and power tools and equipment. Knowledge of principles of supervision and personnel practices.

SKILLS: Skill in the use of heavy equipment, hand/power tools, personal computer, and standard office equipment.

ABILITIES: Ability to establish and maintain an effective working relationship with management, employees, other agencies, and the general public; write work reports and maintain records and logs; submit state required water and sewer samplings, monthly and yearly; read and interpret technical manuals, work orders, blueprints, diagrams, and sketches; operate heavy equipment and

hand/power tools used in public works operations; direct and evaluate the work of subordinates; communicate effectively, both orally and in writing, with individuals and groups. Physical ability to perform the essential job functions.

SPECIAL REQUIREMENTS/LICENSES: Possession of valid Oregon State driver's license and the following State of Oregon certifications:

| Water | Wastewater |
|-------------------------|-----------------------|
| Treatment – Level I | Collection – Level II |
| Distribution – Level II | Treatment – Level II |

Employee must obtain Level II Certifications in Water Distribution, Wastewater Collections, and Wastewater Treatment within six months of hire, per guidelines established by the State of Oregon Department of Environmental Quality.

DESIRABLE REQUIREMENTS: Associate's or Bachelor's degree in water/wastewater technology, civil engineering, or related field. Previous experience in a municipal public works department. CDL.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility including the ability to move materials weighing up to 10 pounds on a regular basis such as tools and equipment and may occasionally require moving materials weighing up to 50 pounds; requires the ability to operate a motorized vehicle. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computers, keyboards, telephones, standard office equipment, maintenance equipment, and motorized vehicles. Physical exertion may be required to move heavy objects, crawl through tight spaces, and kneel in confined areas. Physical effort may be required to perform heavy manual labor in confined and cramped spaces and uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time. May be required to lift or move objects and equipment ranging in weight from 25 to 100 lbs.

WORKING CONDITIONS:

Work locations are in all types of indoor and outdoor environments. Indoor work occurs approximately 50% of the time, under usual office working conditions where the noise level is typical of most office environments, where telephones, personal interruptions, and background noise are common. Approximately 50% takes place outdoors, and when in the field, may be exposed to other environmental conditions; may be exposed to varying and extreme weather conditions for extended periods of time; and may be exposed to excessively loud noises from construction equipment, dust, and traffic. Employees in this position may risk physical hazard from mechanical and electrical equipment, exposure to live sewer systems, human debris, hot tar and asphalt, heavy equipment, working in and around trenches, hazardous gases, fumes, paint, chemicals, and pesticides. This position requires hearing and/or other safety protection.

Employee is subject to 24-hour call back for emergency conditions and to availability of rotating on-call assignments.

The duties listed in this description are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of these duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.