

CITY OF WASHINGTON

POSITION DESCRIPTION

Job Title: Public Works Superintendent

Department: Public Works

SUMMARY OF DUTIES:

Performs a variety of routine and complex supervisory administrative and professional tasks in the day-to-day operation of organizing, directing and supervising the Public Works Department.

TYPICAL DUTIES:

- Supervises all subordinate employees of the Public Works Department
- Determines work procedures, prepares work schedules, and expedites workflow.
- Issues written and oral instructions.
- Assign duties and examines work for exactness, neatness and conformance to policies and procedures.
- Assist in the study, standardization and implementation of department policies and procedures to improve efficiency and effectiveness of operations.
- Maintains a variety of records relating to inspections and maintenance activities.
- Communicates with the public regarding complaints.
- Prepares and documents budget requests; administer adopted budget in assigned area of responsibility.
- Determines applicable codes, regulations and requirements for assigned projects.
- Responds to public or other inquiries related to department policies and procedures.
- Evaluates issues and options regarding municipal public works and makes recommendations.
- Reviews 811 communications and responds in a timely manner.
- Reviews utility permits, street closing and opening permits, etc.
- Coordinates infrastructure projects with various departments, the city engineer, the Director of Public Works, and applicable third-party contractors
- Assists in developing plans for and supervises, either directly or through subordinates, emergency response by public works employees such as winter maintenances, flooding and storm damage, etc.
- Provides suggestions and recommendations regarding the hiring, firing, or other changes of status for subordinate employees.
- Other duties that are the logical progression of this job that may be assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience: college degree preferred. Four (4) years of experience in public works, with significant work relating to the construction, repair and maintenance of water storage, treatment and distribution systems including the operation of related maintenance equipment, or Equivalent combination of education and experience to carry out the Essential Duties and Responsibilities listed in this Position Description.

SPECIAL REQUIREMENTS

Current and valid Commercial Driver's License (CDL), or ability to obtain this certification within six months of start date.

TOOLS AND EQUIPMENT USED

Heavy machinery and tools used in construction, detection devices, mobile radio, phone, personal computer including word processing and other software, copier, email.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee works in outside-weather conditions, which may be adverse. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet, freezing and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.