

Council Member \_\_\_\_\_ introduced the following Resolution, which was seconded by Council Member \_\_\_\_\_.



**RESOLUTION 092523-G**

**SUMMARY: A RESOLUTION TO ADD A REGULAR FULL-TIME PUBLIC WORKS SUPERINTENDENT POSITION IN THE PUBLIC WORKS DEPARTMENT**

**WHEREAS**, pursuant to the Civil Service Act for the City of Alabaster, Alabama the City Council must adopt any modifications to job classifications and pay grade assignments, and;

**WHEREAS**, the City Council finds that one (1) new Full Time Public Works Superintendent position will improve operations within the Public Works Department, and;

**WHEREAS**, the Council finds it advantageous to add a full-time Full Time Public Works Superintendent position (Grade 25).

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Alabaster, Alabama that a regular Full Time Public Works Superintendent position (Grade 25) be added to the number of budgeted positions within the Public Works Department.

	Y / N		Y / N
Sophie Martin	_____	Jamie Cole	_____
Rick Ellis	_____	Zach Zahariadis	_____
Stacy Rakestraw	_____	Kerri Pate	_____
Greg Farrell	_____		

**ADOPTED AND APPROVED THIS 25TH DAY OF SEPTEMBER 2023**

ATTEST

CITY OF ALABASTER

\_\_\_\_\_  
J. Mark Frey, City Clerk

\_\_\_\_\_  
Sophie Martin, Council President

APPROVED

\_\_\_\_\_  
Scott Brakefield, Mayor

**Job Title:** Public Works Superintendent

**Department/Division:** Public Works

**Reports To:** Director of Infrastructure and Public Services

**Direct Reports:** Public Works Supervisor, Maintenance Mechanic Supervisor, Sanitation Supervisor, and Administrative Assistant

**Salary Class/Salary Grade:** Classified/Grade 25

**Employment Status/FLSA:** Full-time Regular/Exempt

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**GENERAL DESCRIPTION:**

The purpose of this position is to oversee all operations of the Public Works Department including street maintenance and residential garbage collection and disposal activities.

**ESSENTIAL JOB DUTIES:**

1. Supervise, train, direct, and evaluate direct reports; address employee concerns and problems.
2. Plans, coordinates, supervises and evaluates department activities; provides guidance and direction to staff.
3. Develops departmental procedures and processes as needed to implement policies and directives from the Mayor and City Council.
4. Keeps the Director of Infrastructure and Public Services abreast of public works activities; recommends changes to City codes and ordinances as needed.
5. Establishes short and long-term goals and objectives for the department; plans, develops, evaluates and reviews programs designed to achieve such goals and objectives.
6. Provides oversight and evaluation of department personnel, operations, and performance; identifies areas requiring improvement; takes appropriate actions to correct deficiencies.
7. Coordinates the information gathered and work accomplished by department personnel; assigns personnel to special assignments/committees as needs arise.
8. Assists the Director of Infrastructure and Public Services with the preparation and presentation of the annual budget for the Department; manages the implementation of the department's budget; monitors expenditures and implements fiscal controls.
9. Manages the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of department operations.
10. Plans and makes recommendations for equipment and supplies; reviews and/or prepares requests and bid specifications for materials, equipment, and construction activities.
11. Works with vendors, consultants, and contractors to plan and organize projects as needed.
12. Manages, provides, and/or participates in public and community outreach activities related to public works.
13. Manages recruitment and selection programs; serves as the appointing authority for hires and terminations.
14. Meets with elected or appointed officials, community and business representatives, and the public on aspects of the Department's activities.
15. Represents the City in a variety of local, county, state and other meetings.
16. Cooperates with County, Regional, State and Federal agencies and officials as appropriate where activities of the department are involved.
17. Responds to questions, complaints, and requests for information by telephone or in person from news media, merchants, community/civic organizations, citizens, officers, employees, superiors, and individuals; investigates complaints as appropriate.
18. Reviews all investigations and complaints against the department; makes disciplinary action decisions.
19. Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations including current field and code manuals, policy and procedures manuals, employee handbooks, area maps; reads professional literature; maintains professional affiliations
20. Carries out duties in conformance with Federal, State, and County laws, and City

ordinances.

21. Develop emergency plans and respond to emergencies when required.
22. Conducts safety meetings and safety training for personnel; abides by safety protocols and helps maintain a safe working environment for self and others.
23. Serves as a member of the City's leadership team; works with others team members to develop citywide programs to carry out the City's mission, vision, and values.
24. Oversees garbage collection program, brush pick up, mowing program, litter program, traffic signals, street signs, pavement patching and paving programs, storm drain infrastructure maintenance and repair, and other public works projects.

Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned. All incumbents may not perform all job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of federal and state guidelines pertaining to street construction/maintenance and sanitation.
- Knowledge of City and Departmental policies, rules, and procedures
- Knowledge of the layout of the City, including streets, highways, boundaries, etc.
- Knowledge of the operation, maintenance, and repair of a wide variety of equipment
- Skill in managing complex projects
- Ability to lead a department and all personnel
- Ability to maintain composure in stressful situations
- Ability to use a computer and/or specialized equipment and software (i.e. Laserfiche, ClearGov, Incode, Excel, SeeClickFix)
- Ability to read construction plans and specifications, such as blueprints, schematic drawings, layouts, etc.
- Ability to make effective decisions and address employee or public concerns
- Ability to read and prepare reports
- Excellent interpersonal skills and the ability to work on a team
- Excellent organizational skills and strong attention to detail
- Ability to establish and maintain effective working relationships with co-workers, supervisors, and the public
- Ability to drive to assigned locations
- Must be able to be on-call and respond to emergency situations

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#### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in a related field with five years' related experience including supervisory experience, or any equivalent combination of education and experience. Must possess and maintain a valid State of Alabama driver license. Class B CDL endorsement is preferred.

#### **ESSENTIAL PHYSICAL REQUIREMENTS:**

**The physical activities required for this position involve:**

Frequent standing, walking, sitting, using hands to operate tools or controls, reaching with hands and arms, talking, hearing, climbing, occasional stooping, kneeling, crouching, crawling.

**This position requires lifting:**

Up to 25 pounds occasionally.

**This position has the following special vision requirements:**

Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **ENVIRONMENTAL WORKING CONDITIONS:**

**The following physical conditions and hazards may be encountered while working in this position:**

Extreme heat and cold, moving mechanical parts, fumes, odors, toxic chemicals, infectious diseases, risk of electric shock and vibration, and loud noise.