

Public Works Superintendent



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

~~Manage, supervise and coordinate the activities, operation and services of all or a combination of: Administration, Street and Right-of-Way Maintenance, Storm-Water, Fleet, Facilities, Park and Sports Facilities and Contract Administration; coordinate assigned activities with other departments, divisions, and coordinate the activities, operation, and services of all or a combination of: Administration, Street and Right-of-Way Maintenance, Storm-Water, Fleet, Facilities, Park and Sports Facilities, and Contract Administration; coordinate assigned activities with other departments, divisions, and outside agencies and provide support to the Public Works Director.~~

The Public Works Superintendent performs a variety of professional leadership, coaching, training, administrative, managerial, and operational duties within the Public Works Department. Performs both assigned and independent duties. Requires coordination and implementation of a variety of Public Works projects. Responsible for the supervision, leadership, coaching, and training of employees. Administratively manages the associated materials, ~~and equipment used in the maintenance of streets, vehicles, parks, sports fields, public Rights of Ways and equipment used in the maintenance of streets, vehicles, parks, sports fields, public Rights of Way~~ (ROW), City property, buildings, and facilities.

ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- ~~Assist in monitoring and evaluating the efficiency and effectiveness of assigned operations including service delivery methods and procedures; assess and monitor work load, including service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Public Works Director; implement improvements.~~
- ~~Plan, prioritize, assign, supervise, and review the work of staff responsible for providing assigned operational services.~~
- ~~Select, train, motivate, and evaluate assigned staff; provide or coordinate staff training; evaluate employee performance; work with employees to correct deficiencies; implement disciplinary actions.~~
- ~~Manage and participate in the development and administration of the annual budgets of the assigned operations; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures within established guidelines; implement adjustments as necessary.~~

- Assist in planning, directing, coordinating, and reviewing the work plan of the assigned divisions; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Assist in the management, development, and implementation of goals, objectives, policies, and priorities for each assigned service area; establish, within city policy, appropriate service, and staffing levels; allocate resources accordingly.
- Determine service areas and options available to address identified needs; gather facts and information related to problem definition for the purpose of clearly defining needs and issues and coordinate with appropriate service areas to plan the delivery of services to meet identified and emerging customer expectations.
- Develop and communicate to customers regarding operational issues and address concerns through subordinates, serve as lead person in planning and coordinating operations with other divisions, departments, and external agencies; lead the evaluation of service delivery; identify and establish agreed-upon measures and outcomes to ensure expectations are fulfilled.
- Provide guidance to supervisors and staff members regarding the application of department policies and the implementation of identified services to ensure that appropriate procedures are implemented.
- Perform research on department-related topics; prepare written summaries of information or detailed reports.
- Direct and participate in a variety of special projects related to the Public Works Department activities; write project specifications and assist in the selection of staff; provide guidance and assistance to staff.
- Maintain a strategic perspective while focusing on problem identification and solving.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Act independently with minimal guidance and supervision.
- May provide staff support to a variety of boards and commissions; attend and participate in professional groups and organizations; stay abreast of trends, developments, and legal opinions relating to the field of personnel.
- Assumes supervisory responsibility for assigned services and activities of the Public Works Department, including operation, maintenance, repair programs, services, sidewalks, buildings and facilities, parks, sport complexes, and activities related to the City's streets.
- Oversees the installation of traffic signs and pavement markings; supervises the City's fleet and equipment repair, maintenance, and management program.
- Supervises and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
- Plans, supervises, coordinates, and reviews the work plan for public works maintenance staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
- Estimates staff time, equipment, and materials needed for planned projects; orders necessary supplies and equipment.
- Selects, trains, motivates and evaluates assigned maintenance personnel; provides or coordinates staff training; works with employees to correct deficiencies; recommends disciplinary action.

- Oversees and participates in the development and administration of the Division's annual budget; participates in forecasting funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; codes all invoices for payment from budget accounts; implements adjustments.
- Maintains records and prepares reports; monitors and reports on project timeline and expenditure compliance. Actively monitors the Public Works computer work order management system.
- Provides information for the planning, coordinating and overseeing special construction projects.
- Serves as the liaison for the Public Works Department's Maintenance Division(s) with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.
- Provides responsible staff assistance to the Public Works Director; conducts a variety of investigations, and operational studies; recommends modifications to public works maintenance programs, policies, and procedures as appropriate.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of public works maintenance and operations; incorporates new developments as appropriate.
- Responds to, and resolves difficult and sensitive citizen inquiries and complaints, including those regarding necessary or ongoing repairs; provides and fosters strong customer relations.
- Provides emergency response for public works; responds to emergency calls after hours as necessary.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Associate Degree in construction technology, business management, public administration, or a related field. A Bachelor's or Master's degree is preferable. Solid Waste Association of North America ("SWANA") certification(s); Environmental Engineer Certification, Project Management Professional, Municipal Administration course completion preferred. A minimum of ten (10) years of increasingly responsible Public Works or utility field operations~~operations, maintenance, and construction experience~~, including ~~two~~four (4)~~2~~ years of administrative and supervisory responsibility or an equivalent combination of education, training, and experience. Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field may substitute on a year-for-year basis for one year of the required experience or education. Possess or be able to obtain a valid State of Florida driver's license by the date of hire and the ability maintain insurability.

Knowledge, Skills, and Abilities:

Knowledge of:

- Modern and complex principles and practices of public works.
- Principles and practices of program development and administration.
- Principles and practices of contract service procurement and administration.
- Considerable principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of employee relations program administration.

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- Pertinent federal, state ~~and local laws, codes, and regulations.~~ and local laws, codes, and regulations.
- Management skills to analyze programs, policies, and operational needs.
- Principles and practices of storm-water program management.
- Principles and procedures of streets and storm-water maintenance.
- Operational characteristics, services, and activities of a comprehensive Solid Waste program.

Ability to:

- Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel. Delegate authority and responsibility.
- Provide administrative and professional leadership and direction for assigned staff.
- Identify and respond to management, employee, applicant ~~and customer issues, concerns, and~~ customer issues, concerns, and needs. Implement and administer goals, objectives, and procedures for providing effective and efficient service. Interpret and apply pertinent federal, state ~~and local~~ laws, codes, and local laws, codes, and regulations.
- Prepare clear and concise reports.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Interpret and apply City and personnel policies, procedures, laws, and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Communicate clearly and concisely, both orally and in writing.
- Deal constructively with conflict and develop a consensus.
- Select, supervise, train, and evaluate assigned staff.
- Prepare and administer a budget.
- Maintain confidentiality in the performance of duties.
- Exercise significant maturity, confidentiality, and judgment.
- Work independently.
- Interact effectively under pressure.
- Develop comprehensive plans from general instructions.
- Plan, lead, and coordinate the work of others and facilitate groups.
- Maintain positive relationships with customers.
- Meet with customers at all levels to discuss and resolve problems tactfully, courteously and effectively. Conduct organizational, procedural and statistical research studies and analyses and prepare comprehensive reports.
- ~~Operational characteristics, services, and activities of a public works maintenance, repair, and construction program.~~
- ~~Principles and practices of program development and administration.~~
- ~~Principles and practices of municipal budget preparation and administration.~~
- ~~Project cost estimating and expenditure control principles and practices.~~
- ~~Principles of leadership, coaching, mentoring, supervision, training, and performance evaluation.~~
- ~~Pertinent federal, state, and local laws, codes, and regulations.~~
- ~~Modern methods, tools, equipment, materials, and work practices that are utilized in public works maintenance, repair, and construction service areas, including streets, sidewalks, facilities, buildings, and grounds, as well as fleet and equipment repair, and maintenance activities.~~

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- Types and levels of maintenance and repair activities generally performed in a public works field maintenance program.
- Operating characteristics of light and heavy equipment.
- Modern office procedures, methods, and equipment, including computers and supporting software applications.
- Principles of business letter writing and report preparation.
- Occupational hazards and standard safety precautions.
- Oversee and participate in the supervision of a comprehensive public works maintenance, repair, and construction program, including operation, maintenance, and repair programs, services, and activities related to the City's streets, sidewalks, facilities, buildings and grounds, as well as fleet and equipment repair, maintenance and management activities.
- Oversee, supervise, and coordinate the work of subordinate staff.
- Select, supervise, train, motivate, coach, and evaluate staff.
- Participate in the development and administration of division goals, objectives, and procedures.
- Prepare and administer maintenance and operational program budgets.
- Analyze problems, identify alternative solutions, project the consequences of proposed actions, and implement recommendations that support goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Ensure adherence to established safety rules, regulations, and guidelines.
- Assist with developing, reviewing, and approving construction standards, plans, and specifications.
- Prepare accurate descriptions of project requirements.
- Estimate the costs of repairs and maintenance requirements.
- Assign equipment to projects for maximum utilization.
- Skillfully and safely operate and maintain a variety of maintenance and construction equipment.
- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Respond to requests and inquiries from the general public; tactfully and courteously represent the Public Works Department during public contact.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

SUPERVISION RECEIVED / EXERCISED

- Receives administrative direction from the Public Works Director or his/her/their Designee.
- Exercises lead supervision over lower-level/lower-level staff.

PHYSICAL/MENTAL DEMANDS

Tasks involve moderate to heavy physical effort, including heavy lifting, carrying, pushing, and pulling equipment or supplies of heavyweight (e.g., up to 50 or more pounds), climb/climbing stairs or ladders, remaining in positions requiring prolonged standing, walking, or sitting. Tasks require physical agility, in which some combination of the following is typically required: bending, kneeling, climbing, crawling, and stooping. Tasks may involve extended periods working in outdoor conditions with exposure to disagreeable environmental conditions, e.g., solar radiation, heat, dust, dirt, humidity, fumes, gases, smoke, acute vibrations, electrical hazards, and confined or elevated workspaces. These tasks include

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making observations, communicating, reading and writing, ~~use of computers/tablets, using computers/tablets and~~ operating equipment, making decisions, using judgment, estimating, calculating, and demonstrating intellectual capabilities and close collaboration with others.

Tasks involve the ability to exert moderate physical effort, requiring considerable mobility when moving from one location to another to perform essential tasks. Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling, and bending. Work may involve lifting, carrying, pushing, and pulling objects and materials of light, moderate, or heavyweight, 50 pounds or more.

WORKING CONDITIONS

Primarily office or indoor environment, with occasional exposure to outdoor environments and ~~or exposure to environmental risks. Standard office setting and outdoor field environment; travel from site to site; some exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; work and walk on various types of surfaces including slippery or uneven surfaces and rough terrain; incumbents may be required to work extended hours including evenings and weekends.~~

This position is considered essential for disaster recovery efforts.