

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

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 (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.

- ~~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~~ Assumes supervisory responsibility for assigned services and activities of the Public Works Department, including operation, maintenance, and repair programs, services, and activities related to the City's streets, sidewalks, buildings and facilities, parks, sport complexes.
- 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 the forecast of 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 (~~iWorQ~~).
- Provides information for the planning, coordinating and overseeing ~~of~~ 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, ~~or~~ public administration, or a related field. A Bachelor's degree is preferable. ~~Minimum of Ten~~ (10) years of increasingly responsible Public Works operations, maintenance, and construction experience, including two (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.

Knowledge, Skills, and Abilities:

- 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, ~~and~~ buildings, and grounds, and as well as fleet and equipment repair, and maintenance activities.
- 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, 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 contacts.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL/MENTAL DEMANDS

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 heavy-weight, 50 pounds or more.

WORKING CONDITIONS

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/or 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.