

Public Works Superintendent Job Description

Classification

Exempt

Salary Range

\$40,000.00 - \$60,000.00 per year

Reports to

Village Manager

JOB DESCRIPTION

The Public Works Superintendent oversees the day-to-day operation of the water system, roads, and storm water and supervises the work crews. He assists the Village Manager in long range maintenance and planning of the Village's infrastructure, including the annual Capital Improvement Plan.

Summary/Objective

The public works superintendent performs complex supervisory, administrative and professional work in planning, and organization of infrastructure, directing and supervising the public works department, including public water treatment and distribution, streets, storm water management and other public works projects and programs.

Essential Functions

1. Determine work procedures, prepare work schedules and expedite workflow.
2. Issue written and verbal instructions.
3. Assign duties and examine work for exactness, neatness and conformance to policies and procedures.
4. Study and standardize department policies and procedures to improve efficiency and effectiveness of operations.
5. Prepare all EPA required reports and paperwork. Prepares reports on water usage for public information and makes sure the water system complies with all federal, state and local water quality standards. Calculate water treatment processes and determine water flows and pressures.
6. Responsible for daily water rounds and water-related work orders.
7. Prepare, document and administer budget in assigned area of responsibility.
8. Plan, organize, coordinate, supervise and evaluate programs, plans, services, staffing, equipment maintenance and repair, and infrastructure of the public works department.
9. Evaluate public works needs and formulate short and long range plans to meet needs in all areas of responsibility, water, street, storm water maintenance.
10. Oversee the development and update of the plans for the municipal infrastructure.

11. Determine applicable codes, regulations and requirements for assigned projects.
12. Coordinate the preparation of reviews and update the water system mapping, storm drainage, street system maps, database and comprehensive plans.
13. Oversee the maintenance of infrastructure and other records.
14. Represents his department at all Public Works meetings and other public works meetings as required by the Village Manager.
15. Respond to public and other inquiries relative to department policies and procedures.
16. Evaluate issues and options regarding municipal public works and make recommendations.
17. Monitor inter-governmental actions affecting water systems and public works.
18. Trains Village personnel in public works systems planning and skilled techniques, including hands-on demonstrations.
19. Supervise employees on a day-to-day basis on specific projects.

Competencies

- Problem Solving/Analysis.
- Customer Focus.
- Project Management.
- Must Have Strong Communication Skills.
- Mechanical, Electrical and Computer Technology, such as SCADA and PLC's

Supervisory Responsibility

Exercises supervision over department personnel.

Work Environment

While performing the duties of this job, the employee works in outside weather conditions. The employee occasionally works on active job sites including excavations, water distribution system repairs and street repairs, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risks of electrical shock and vibration.

The noise level in the work environment is usually moderate, but can be loud at times when operating equipment.

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.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands and fingers to handle, feel or operate objects, tools or controls; and reach with hands and arms, and climb ladders. The employee is occasionally required to climb, balance, stoop, kneel, crouch and crawl. The employee must occasionally lift and/or move objects.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Position Type/Expected Hours of Work

This is a full-time position, on call 24/7. Days and hours of work are Monday through Friday 8:00 a.m. to 4:30 p.m. Evening and weekend work may be required as job duties demand.

Required Education and Experience

Minimum Ohio EPA Class I Water License

Additional Eligibility Qualifications

1. Valid Driver's License Required, CDL preferred.
2. Considerable knowledge of street and storm sewer maintenance and repairs.
3. Thorough knowledge of applicable Village policies, laws and regulations affecting department activities.
4. Skill in operating the tools and equipment needed to perform the job.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities are determined by the Village Manager. .

Signatures

Manager _____ Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____