

PUBLIC SERVICES SUPERINTENDENT

GENERAL STATEMENT OF DUTIES

Performs managerial and supervisory work to direct the daily operations of the Public Services Department.

ORGANIZATIONAL INFORMATION

Salary grade: 20. Exercises supervision over all Public Services staff with the exception of the Public Services Director and Building & Grounds staff. Generally scheduled between the hours of 7AM-6PM, Tuesday-Friday. Hours may vary due to emergency response issues. Reports directly to Public Services Director.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class supervises multiple crews and may participate in the construction, repair and maintenance of facilities such as streets, gutters, ditches, catch basins, water and sewer lines, pump stations and other related facilities. The employee will serve as the lead Operator Responsible in Charge (ORC) for the collection systems, distribution systems and cross-connection control. This employee also supervises the town's sanitation program, including routing, maintenance of equipment, and responding to citizen complaints. Work includes establishing daily work priorities, changing work flow as needed, and reviewing daily logs and work activities with employees. Employee will review the monthly expense and budget reports to ensure purchases and expenditures are in within limits. Work is often performed at a work site exercising immediate supervision over crews. Employee is responsible for making decisions regarding work site safety conditions and prioritizing daily work. Work is evaluated through reports and work plans. An employee in this classification is expected to exhibit leadership qualities (strong communication skills, passion and commitment, positivity, innovation and collaboration).

ILLUSTRATIVE EXAMPLES OF WORK

- Receives citizen inquiries and complaints and delivers customer service by meeting with customers and discusses problems to resolve issues as quickly as possible.
- Supervises multiple small crews engaged in the maintenance and repair of streets, sidewalks, water and sewer lines and taps, erection and maintenance of signs, patching of streets, water meter installation, and garbage and refuse collection.
- Supervises crews and provides quality check of work being performed through reviewing water samples, locating municipal utility lines and inspection of projects and contractor's work.
- Manages the town's sanitation program.
- Inspects water meters for appropriate installation.
- Records levels at sewer lift stations.
- Maintains a variety of reports and logs to document work order progress, safety and other aspects of operations.
- Reviews safety procedures and trains staff on a regular basis.
- Maintains inventory of supplies and materials.
- Determines equipment and materials needed in assignments.

- Serves as the lead Operator Responsible in Charge (ORC) for the water/sewer collection systems, distribution systems, and cross-connection control.
- May be required to participate in work performed by maintenance crews on occasion.
- Any other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Comprehensive knowledge of methods, equipment, and materials used in assignments.
- Comprehensive knowledge of town ordinances.
- Considerable knowledge of the hazards in the work and necessary safety precautions to be taken.
- Considerable knowledge of the maintenance requirements of equipment used.
- Ability to supervise the work of a large group of employees.
- Ability to operate various kinds of mechanized equipment safely and effectively.
- Ability to understand oral and written instructions.
- Ability to establish and maintain effective working relationships with builders, other town employees and the public.

DESCRIPTION OF PHYSICAL EXERTION AND WORKING CONDITIONS

Medium Work- Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Employee is required to have visual acuity to determine the accuracy, neatness and thoroughness of the work assigned and to make general observations of facilities or structures.

Employee is subject to both environmental conditions: Activities occur inside and outside. Employee is subject to extreme cold: Temperatures typically below 32 degrees for periods of more than one hour. Employee is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour. Employee is subject to noise: There is sufficient noise to cause Employee to shout to be heard above the ambient noise level. Employee is subject to vibration: Exposure to oscillating movements of the extremities or whole body. Employee is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, exposure to high heat or exposure to chemicals.

EDUCATION AND EXPERIENCE

Minimum requirements: Graduation from a high school or GED program and two (2) years of progressively responsible experience performing preventative maintenance for facilities, utility lines, and/or street maintenance. Preferred: Graduation from a high school or GED program, supplemented with coursework in facility maintenance, carpentry, electrical/plumbing maintenance or other similar skilled trade, and three (3) years of experience in a municipal public services department or with a utility maintenance contractor. Or an equivalent combination of education and experience.

SPECIAL SKILL REQUIREMENTS

- North Carolina Commercial Driver License (Class B).
- Federal Department of Transportation Compliant Reasonable Suspicion Drug Training.
- Trench excavation safety training.

- Grade II collection system operator certification from the North Carolina Water Pollution Control System Operator Certification Commission, or the ability to acquire within 2 years of employment in the position.
- Grade B water distribution system operator certification from the North Carolina Water Treatment Facility Operators Board of Certification, or the ability to acquire within 2 years of employment in the position.
- Cross-Connection Control water distribution system operator certification from the North Carolina Water Treatment Facility Operators Board of Certification, or the ability to acquire within 2 years of employment in the position.
- Must be available after-hours to supervise work of on-call staff.

PREFERRED SKILLS

- Experience using computers and work-order systems to manage daily work and documentation of tasks.
- Experience with the Microsoft Office suite of products (Word, Excel, Outlook, etc.)
- Ability to read and interpret construction plans and documents.
- Supervisory experience with a municipal utility.

FLSA Status: Exempt

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town reserves the right to assign or otherwise modify the duties assigned to this classification.

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