



POSITION JOB DESCRIPTION

Public Works Superintendent

**GENERAL PURPOSE**

As a key member of the Public Works team, the Superintendent reports to the Public Works Director. This position assists the Director of Public Works in the managerial activities related to the operations of the Public Works Department and provides direct supervision over the day-to-day activities of work performed by staff and contractors. Ensures the proper maintenance, operations, repair, and relocation of city utilities in accordance with legal requirements and City policy under the direction of the Director of Public Works.

**SUPERVISION**

This position supervises personnel on contract.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Selects, supervises, and evaluates assigned staff
- Establishes work rules and performance standards, annual performance evaluations, and initiates and implements disciplinary actions as warranted
- Maintains a healthy and safe working environment
- Provides for the training and motivation of subordinates to make full use of individual capabilities and to meet changing system demands
- Plans, organizes, and manages the day-to-day operations of the division
- Assists the Director of Public Works in the planning of major projects, programs and operations of the division
- Ensures that all materials and supplies required for ongoing operations and special projects are ordered and available as needed
- Performs daily review of all service work orders to ensure they are properly completed
- Coordinates vehicle fleet and equipment repairs with Fleet Maintenance Department and responsible for Department fleet readiness for daily work activities and emergency responses
- Receives complaints and inquiries and responds appropriately
- Assists with complaint investigations and recommends corrective actions as necessary to resolve problems
- Communicates effectively with the public
- Supervises the operations and maintenance of City water plants, wastewater treatment plants, wastewater collections system, water distribution system, Fats, Oils & Grease



THE CITY OF

JARRELL

(FOG) Program, Inflow & Infiltration (Smoke) Program and SCADA to ensure operational readiness under direction of the Director of Public Works

- Oversees contracts including daily water supply source management
- Organizes workloads and staff assignments for operational compliance
- Oversees progress, directs changes in priorities and schedules to ensure work is performed per appropriate guidelines, procedures, and legal regulations
- Observes and enforces all safety requirements involved in construction, maintenance and repair of the City's water/wastewater system, including, but not limited to, confined spaces, trenches, vehicle, equipment and machinery operations, compressors and use of power tools
- Responsible for maintaining, repairing and replacing small tool and equipment inventories in vehicles and shop
- Responsible for maintaining and keeping secure, and adequate inventory of parts, such as repair clamps, brass fittings, tapping saddles, fittings, valves, fire hydrants, valve boxes, manholes, adjustment rings and risers, etc., for the various sizes and types of materials utilized in the utility systems, coordinates ordering with the Director of Public Works
- Assists the Director of Public Works in the preparation of the annual budget and assists with the execution of the adopted budget plans consistent with City policy
- Plans for departmental growth and development and assists in administering assigned budget
- Reviews trends and data analysis
- Reviews equipment needs and purchases equipment through bidding process with approval from the Director of Public Works
- Assists with the execution of the adopted budget to be consistent with City policy
- Develops, gathers data, recommends, and implements utility policies and procedures in accordance with legal requirements and established standards
- Monitors existing policies, processes, and procedures to ensure citywide compliance
- Monitors and analyzes state and federal legislation and regulatory rulemaking to identify potential issues and prepare related correspondence to protect the City's interest
- Prepares Requests for Proposals and Contracts
- Provides job site supervision and monitoring of operational activities
- Plans, prioritizes, schedules, assigns and monitors work ensuring service quality levels are maintained
- Serves as a liaison with internal departments, external service providers, and with the community
- Promotes partnership and public relations
- Acts as a resource and liaison to City Departments



THE CITY OF

JARRELL

- Performs all other related duties or assignments as assigned.

#### REQUIRED MINIMUM QUALIFICATIONS

- High School diploma or GED and four years of responsible construction including supervision of construction projects and have the knowledge of residential or commercial construction.
- A valid Class C driver's license with a clean driving record is required for this position. Driving is a requirement of this position.
- Class D Water and Wastewater Treatment Operator License

#### KNOWLEDGE, SKILLS, AND ABILITIES

- Principles of supervision, training, and performance evaluation
- Public utilities systems and management, maintenance, and repair processes
- Applicable Federal, State and local laws, codes, regulations and ordinances relating to utilities management
- Forecasting and planning principles
- Financial management and budget principles and practices utilized in analysis and reporting of financial data, internal control methods, and problem-solving techniques
- Use of all types of heavy and light equipment
- Supervisory principles, practices and techniques
- Customer service principles
- Occupational hazards and related safety precautions and practices
- Modern office equipment
- Public right of way
- Blending of Surface Water and Groundwater
- Potable Water Disinfection methods, including chloramines

#### TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, presentation, analytical, and publishing software (Word, Excel, PowerPoint, etc.); enterprise financial software, 10-key calculator; telephone, copy machine, fax machine, and other occupation-related business equipment as needed.

#### WORK ENVIRONMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in a standard office environment and at various inspection sites. May be exposed to some unsafe structures, unsafe electrical installations, and high voltage. Requires safety procedures to be followed, including the use of personal protective equipment.



THE CITY OF

JARRELL

#### SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.