

## **Public Works Superintendent Position Description**

Position:	Public Works Superintendent
Department:	Public Works
Appointing Authority:	City Administrator
Position Supervises:	Public Works staff
Reports To:	Director of Public Works
Date:	October 7, 2019
FLSA Status:	Exempt—salaried
Pay Classification:	Grade N (\$66,726 to \$85,779 annual salary)

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### **Position Summary**

This position, under the supervision of the Public Works Director, provides overall direction to Public Works Department staff, responds to public works related emergencies and establishes work plans including activities and services of the Street and Facilities Department as well as the Storm Water, Water and Sewer Utilities. The incumbent is responsible for scheduling and assigning personnel to effectively operate the Public Works Department and assisting the Director of Public Works with administrative needs of the department.

### **General Duties and Responsibilities:**

- Carry out the directives of the Director of Public Works and City Administrator; report promptly regarding the results obtained and any difficulties encountered.
- Schedule and assign personnel for day-to-day operations of the Department of Public Works and have general charge and supervision of the maintenance and repair of streets, curbs and gutters, sidewalks, bridges, signs, traffic control devices, street markings, storm sewers, culverts and drainage facilities, water facilities, sanitary sewers, city parks, buildings and other property, and all machinery and equipment used in any activity in the Public Works department.
- Analyze and make recommendations on new methods and operational improvements to increase productivity and reduce operational costs within the Public Works Department.
- Respond to emergency situations and take necessary steps to abate said emergencies, such as snow and ice control, water main and lateral breaks, wastewater and storm water blockages, storm damage, and other emergencies as determined by the Director of Public Works and/or City Administrator.
- Assist the Director of Public Works with the administrative needs of the department, including the submission of reports to state agencies.
- Manage City's drinking water quality program including necessary testing.
- Comply with regulatory agency requirements. Respond to requests for information and submit reports as necessary.

- Operate Public Works equipment as necessary, primarily during snow removal operations.
- Assist the Director of Public Works in the preparation of an annual budget for the Public Works Department by providing any requested information on personnel, equipment and materials needs for the subsequent year. This position will also assist in the preparation and maintenance of long-range capital planning regarding equipment replacement, capital replacement, capital improvement programs, capital purchases and street projects.
- Provide technical or other assistance requested by engineers and general contractors completing construction activities in the City of Altoona.
- Other Public Works related duties as assigned by the Director of Public Works or City Administrator.

### **Personnel Related Duties:**

- Directly supervise public works operators in accordance with established procedures and directives from the Director and/or the City Administrator.
- Establish, improve, and enforce high standards of performance by all employees of the Altoona Public Works Department.
- Complete annual employee evaluations.
- In coordination with Public Works Director, address personnel issues as appropriate.
- Assure that the Department of Public Works employees have safe and proper working conditions, and work closely with the Director of Public Works to assure that employees receive adequate training to maintain and improve their job skills.
- Administer the Public Works safety program.

### **Tools & Technology**

Tools used include, but are not limited to:

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|------------------------------------|------------------|
| • Drain or pipe cleaning equipment | • Snow plow      |
| • Dump trucks                      | • Pick-up trucks |
| • Front end loaders                | • Hand tools     |
| • Mowers                           | • Graders        |
| • Street sweepers                  | • Dozers         |
| • Chainsaws                        | • Computers      |
|                                    | • Backhoes       |

### **Knowledge**

The following list is representative, but not fully inclusive, of knowledge necessary to be successful in the job.

- Safety – knowledge of safety procedures related to maintenance, repair and construction of public infrastructure;

- Public Works Rules and Regulations – knowledge of work rules and regulations related to public works operations and construction activities;
- Mechanical Aptitude– knowledge of equipment operations, repair and maintenance principles; ability to direct equipment maintenance and repair program and,
- Knowledge of Personal Computer Operations—knowledge of personal computers and software used in a public works operations setting.
- Supervision—knowledge of sound personnel management practices.
- Administration—knowledge of best administrative management practices including record keeping.
- Computer—knowledge of Microsoft office suite and email.
- Equipment Maintenance and Operations—working knowledge of the maintenance and operation of equipment and materials related to public works operations. Ability to direct the maintenance of the City equipment fleet in an efficient and economic fashion.

### **Skills and Abilities:**

The following list is representative, but not fully inclusive, of skills necessary to be successful in the job.

- Ability to read, interpret and apply provisions of law, ordinances, rules and regulations relating to all aspects of the Public Works Department.
- Ability to deal courteously, tactfully, and effectively with the public and exercise good professional judgment and integrity; establish and maintain good working relationships with the Director of Public Works, other City staff, City’s elected and appointed officials, and the community.
- Ability to communicate effectively, both orally and in writing.
- Ability to read construction plans.
- Ability to perform work independently.

### **Licenses and Certificates**

The employee in this position shall possess the following licenses or certifications:

- A valid Wisconsin commercial driver’s license is required of all applicants;
- Preference will be given to applicants with State of Wisconsin water works and wastewater certifications; those without those certifications shall have ability to be certified within one year of hire.
- The employee must also possess the ability to obtain certifications/attend classes to obtain other licensure or skills deemed necessary by State agencies and/or City management.

- The successful applicant shall obtain necessary first aid and CPR certifications within one year of employment
- Commercial Driver's License (CDL)

### **Physical Capabilities**

The following list is representative, but not fully inclusive, of the physical capabilities necessary to be successful in the job.

- Control Precision – the ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions;
- Multi-limb Coordination – the ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down;
- Static Strength – the ability to exert maximum muscle force to lift 75 lbs, push, pull, or carry objects;
- Depth Perception – the ability to judge which of several objects is closer or farther away from you, or to judge the distance between your and an object;
- Manual Dexterity – the ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects;
- Near Vision – the ability to see details at close range (within a few feet of the observer);
- Arm-Hand Steadiness – the ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position;
- Far Vision – the ability to see details at a distance;
- Problem Sensitivity – the ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem; and,
- Speech Recognition – the ability to identify and understand the speech of another person.

### **Working Conditions**

Work is completed mostly outside in a variety of environmental conditions such as heat, cold, rain, snow, wind, noise, fumes and dust. Some inside work is also required. Work is required some weekends, holidays and evenings.

### **Education**

The following list represents the required educational requirements for the job.

- High school diploma or GED required, and
- Continuing education related to public works and utilities operations preferred.

## **Experience**

A minimum of five years of progressively responsible experience in a water, sewer, and/or street maintenance and construction work setting is required along with supervisory experience. The successful candidate shall have a strong working knowledge of methods, materials, tools and equipment commonly used in storm, water and sewer utilities and street maintenance and construction operations as well as sufficient experience operating light and heavy equipment to be a proficient equipment operator.

## **PRE-EMPLOYMENT DRUG SCREENING IS REQUIRED**

*The City of Altoona is an Equal Opportunity Employer. To comply with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.*