

## **JOB DESCRIPTION**

### **CITY OF HARTLEY**

#### **TITLE: SUPERINTENDENT OF PUBLIC WORKS**

#### **JOB SUMMARY:**

Under general direction of the City Council plans, directs, organizes and coordinates a variety of emergency, cyclic or seasonal maintenance, repair and construction services; supervises daily activities of subordinates by determining work priorities, manpower, equipment and material needs to accomplish specific projects; responds to citizen complaints taking remedial action when appropriate; works closely with private contractors in the resolution of operating problems encountered in construction and maintenance functions; prepares and administers operating budget and monitors expenditures; checks permits to ensure that complete work meets code/ordinance requirements; purchases supplies, materials and equipment for the Departments.

#### **ESSENTIAL FUNCTIONS:**

Sets up daily work schedules for public works employees; determines manpower, equipment and material needs; coordinates various service needs and operations; inspects work in progress and upon completion for conformance to desired standards and objectives.

Responds to citizen complaints regarding the provision of municipal public works services; investigates complaints and takes remedial action when deemed appropriate.

Develops with City Administrator an annual operating and capital improvements budget for functions directed after securing approval from City Council; monitors expenditures and prepares necessary paperwork.

Consults with City Administrator and Council regarding capital improvements, procurement of equipment and related functions; evaluates cost effectiveness of products manufactured by different sources and makes specific recommendations relative to purchases.

Assists private contractors regarding problems encountered when undertaking specific public works projects previously authorized; attend pre-construction meetings; inspect work in process and upon completion for adherence to objectives.

Provides direction, coordination and supervision to subordinates by assigning and checking completed work, providing guidance and assistance to problems encountered in the field.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Knowledge of the principles and practices of cost-effective public works administration as it applies to the design, construction and maintenance of property and premises maintained by the City.

Knowledge of the operating characteristics of general and specialized tools and equipment used in various public works projects, safety hazards and precautions and demonstrated skill in occasional operation during storms and emergencies.

Knowledge of the principles and practices of public administration as it applies to budgeting, personnel management, procurement, and public relations.

Ability to supervise and coordinate the work of employees, provides appropriate leadership, guidance, and direction, take corrective action when appropriate.

Ability to establish and maintain effective working relationships with the public, City officials, contractors, and employees.

Adaptability to accepting responsibility for the direction, control, and planning of activities.

## **WORKING CONDITIONS:**

Limited exposure to work hazards given basic nature and character of position. Operates City vehicle to inspect streets, utilities, and work in progress. Infrequent operations of public works equipment only during emergencies or as needed. Position is focused on management, coordination, administration, and public relations. Generally removed from the physical facets of work in process. Requires good depth and field of vision. Communication skills (hearing, talking, instructing, and negotiating) are essential requirements of the position. Clerical, forms, numerical and spatial perceptions are important aptitudes.

## **REQUIREMENTS:**

Graduation from high school or GED equivalency and five (5) years of responsible public works or similar construction experience, part of which involved lead or supervisory responsibilities. Possession of valid Commercial Driver's License.

## **DISCLAIMER:**

All duties and requirements in this job description have been determined by the Employer to be essential job functions consistent with A.D.A. requirements and are representative of the functions that are necessary to successful job performance. They may not however reflect the only duties that may be performed. Employees will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic character, purpose, or intent of the job.

*The City of Hartley is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the City will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the employer.*

*Position is subject to pre-employment background check and drug and alcohol screening then PHMSA, DOT or standard drug and alcohol testing requirements on a random basis throughout employment.*

*Note: This job description includes the primary job duties and requirements for this position. However, it is not intended to provide an exact description of all job duties and requirements. The City reserves the right to change this job description at any time.*

*The City places a high premium on its image and, as such, expects all employees to consistently behave in a manner which reflects positively upon the City of Hartley*