

CITY OF MILTON-FREEWATER

JOB DESCRIPTION

POSITION TITLE: PUBLIC WORKS SUPERINTENDENT
BARGAINING UNIT: DEPARTMENT HEAD
POSITION STATUS: EXEMPT
REPORTS TO: CITY MANAGER

GENERAL STATEMENT OF DUTIES

Performs highly responsible functions for the City in the Public Works Department as department head. Plans and directs the development of city engineering projects, supervises activities of all divisions of the Public Works Department including engineering, streets, water, sewage treatment, solid waste, warehouse and motor pool. Does related works as required.

SUPERVISION RECEIVED

The Public Works Superintendent reports directly to the City Manager.

SUPERVISION EXERCISED

Supervises employees and volunteers engaged in the operations of the department, and checks/inspects works for efficiency and compliance with established methods and practices. Directs the technical and operational functions of the department.

ESSENTIAL JOB FUNCTIONS AND EXAMPLES OF RESPONSIBILITIES

- Confers with and advises subordinates on problems of design, constructions and maintenance of streets, sewers, bridges, sidewalks, water lines, easements and other public structures/buildings.
- Reviews plans, technical engineering reports, budget estimates and other data relating to the departmental program.
- Confers with the City Manager on administrative matters and policies pertinent to the city engineering and maintenance projects.
- Confers, cooperates and coordinates activities with state, federal and/or other agencies in varied engineering projects.
- Recommends new projects, additions, extensions or replacement related to the operation of the City's streets, water, solid waste, sewer system, parks and motor pool. Prepares project cost estimates.
- Prepares and submits an annual budget to the City Manager; participates in the budgetary process, provides information regarding revisions and/or alternatives; monitors and controls budgetary expenditures within the approved budget and purchasing regulations.
- Reviews job descriptions of public works positions and participates in the recruitment of public works staff.
- Directs the operation of the city motor pool in the repair and maintenance of all city vehicles.
- Directs and maintains an active safety program for all public works employees.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT

KNOWLEDGE, SKILLS and ABILITIES:

Thorough knowledge of the modern principles and practices of public works administration as applied to the design, construction and maintenance of streets, sewers, water and other related engineering and utility projects; ability to organize, direct and coordinate the activities of several units of a large department; to develop long-term plans and programs and to make sound decisions on matters of major policy and on complex administrative and technical engineering problems; to establish and maintain effective working relationships with subordinate employees, other city officials and the general public. Considerable knowledge of the principles and practices of public budgeting, finances, reporting and personnel management.

EXPERIENCE AND TRAINING:

Considerable experience in professional engineering or public works administration which insures the preceding knowledge, skills and abilities. Graduation from a four-year college or university with a Bachelor's Degree in Civil Engineering or public administration with major course works in civil engineering is preferred, but not required. Any combination of experience and training which insures the ability to perform the works may substitute for the above.

NECESSARY SPECIAL QUALIFICATIONS

Possession of or the ability to secure a valid driver's license.

PHYSICAL DEMANDS:

Use of hands and fingers, vision and hearing is required to perform the essential functions of this job. Position requires frequent standing, sitting, moving and talking with occasional stooping, bending, kneeling and climbing. Position required to occasionally lift and/or move up to 75 pounds.

WORK ENVIRONMENT:

General works environment during a majority of the time is much the same as general office administrative environments where sound is moderately quiet and temperatures are controlled. However, there are times that the person in this position will be in the field during all weather conditions during construction or expansion activities, and especially during emergency conditions. Stress levels are typical of a highly responsible position.

DISCLAIMER:

This job description does not include all essential and nonessential duties of this job. The job description is not intended, nor should it be construed as an exhaustive list of all responsibilities and duties, skills, working conditions or attributes associated with the job.