



CITY OF NEWPORT, RHODE ISLAND

CAREER OPPORTUNITY

Position Title:	SUPERINTENDENT OF PUBLIC WORKS
Posting Date:	Monday, May 20, 2019
Closing Date:	Friday, May 31, 2019
Department:	Public Services
Brief Job Description: <i>(essential functions of the job)</i>	<ul style="list-style-type: none"> • Directs, coordinates, supervises and implements maintenance and repair of city streets and sidewalks. • Supervises the snow and ice program during weather events. • Oversees and supervises the street cleaning program including 3rd shift operators. • Prepares bid specifications for vehicles and equipment. • Maintains inventory of materials and supplies in support of division operations. • Maintains and registers any vehicles or equipment in the City fleet; manages daily operations of outsourced vehicle maintenance contract. • Serves as primary city contact for City equipment operations for daily operations issues; oversees the City's automated fuel delivery system. • Assists with residential inquiries and/or complaints regarding solid waste and recycling; assists residents with recycling drop-off area at the DPW. • Supervises selected solid waste and recycling contractors; ensures that city services such as solid waste collection and recycling programs are running effectively. • Communicates with solid waste haulers and issues solid waste hauler licenses. • Designs and carries out plans regarding public education of Solid Waste & recycling programs and efforts to increase recycling rates; maintains and tracks solid waste and recycling data. • Works with Municipal Inspector, Zoning on enforcement of solid waste ordinances. • Assists other municipal departments, Public Library and School Department with solid waste and recycling collection. • Maintains city litter barrel program as well as the removal of graffiti. • May represent the City at meetings regarding solid waste and recycling issues. • Represents Solid Waste & recycling programs at special events and plans and implements recycling focused events such as the Household Hazardous Waste Collection, Earth Day and recycling bin exchanges. • Manages all Public Works work orders for field operations involving streets, sidewalks, traffic, solid waste/recycling and fleet maintenance divisions. • Schedules workload and maintenance activities of all division crews. • Manages and inspects workmanship of service contractors. • Troubleshoots and oversees the correction of such field problems as road and sidewalk obstruction, graffiti on public properties and city owned facilities and litter control. • Develops and implements regular preventive maintenance programs for all equipment and vehicles owned by the City; coordinates maintenance and service with outside contractors or service vendors and agencies. • Plans, coordinates, schedule and assigns work load for employees; handles on site supervision of crews, performs hiring and disciplinary actions; handles personnel, problems, concerns, questions and evaluations. • Orders and specifies materials and equipment; sets goals and procedures for accomplishing public works projects; prepares and processes requisitions and vouchers for payment to vendors and contractors; prepares, recommends and implements the annual budget for division operations • Prepares reports of actions and complaints; attends City Council meetings.

<p>Brief Job Description: <i>(continued)</i></p>	<ul style="list-style-type: none"> • Reviews maintenance and construction operations for compliance with applicable state and local laws and initiates changes as required and implements the safety programs as it relates to Public Works operations and field activities. • Receives and responds to calls/complaints from the public, city and school officials. • Obtains, researches and answers formal claims against the City concerning property liability; prepares documentation and materials for legal representation. • Serves as a member of the City's Emergency Management System. • Supervises schedules and assigns full time and seasonal staff and responds to inquiries from employees as required; serves as a technical advisor to subordinate personnel. • Provides support and assistance to other city departments as needed; coordinates with other departments or city residents to discuss and resolve Public Works operations issues or work orders.
<p>Minimum Entrance Qualifications:</p>	<ul style="list-style-type: none"> • Associate's degree with five (5) to seven (7) years related work experience such as construction management. • Must have related experience with maintenance management, management of maintenance of public or private infrastructure and progressive experience in the supervision and leadership of maintenance workers. • Class B CDL Driver's License required; Automotive Service Excellence (A.S.E.) Certification and Emergency Vehicle Technician (E.V.T.) certification is desired. • Thorough knowledge of street maintenance procedures, construction management as well as materials, methods, and techniques relative to street maintenance and solid waste/recycling programs; thorough knowledge of specialized maintenance equipment, reconstruction and replacement methods, physical facilities, systems and operations. • Knowledge of public works equipment operations and mechanics; knowledge of municipal operational procedures and policies; knowledge of planning and management techniques for maintenance of current and planned facilities. • Ability to establish and maintain effective relationships with employees, contractors, City and other government Officials, public boards and commissions, and the general public. • Ability to program and schedule activities on a long and short term basis; ability to express oneself clearly and concisely in oral and written form; ability to determine priorities and manage a significant quantity of detail; ability to work well with others and supervise others in a positive and constructive manner.
<p>Pay & Hours Per Week Mgmt. Grade: S09 Min. Salary: \$35.38 hourly Max. Salary: \$50.40 hourly FULL BENEFIT PACKAGE OFFERED Hours per week: 40</p>	<p align="center">Submit resume and/or completed application to: Michael J. Coury, Director of Human Resources City Hall - 43 Broadway Newport, Rhode Island 02840</p>
<p align="center"><i>An Equal Opportunity and Affirmative Action Employer</i></p> <p align="center">APPLICATIONS ARE ACCEPTED DURING THE POSTING PERIOD INDICATED OR AS THE NEED EXISTS FOR THE POSITION CURRENTLY VACANT. APPLICATIONS ARE AVAILABLE IN THE HUMAN RESOURCES OFFICE AND ALSO ON THE INTERNET WHERE IT CAN BE DOWNLOADED AND PRINTED. THE CITY RESERVES THE RIGHT TO NOT CONSIDER APPLICATIONS THAT ARE RECEIVED UNSIGNED, INCOMPLETE, OR POST-MARKED AFTER THE CLOSING DATE.</p> <p align="center">www.cityofnewport.com Tel: (401) 845-5444 Fax (401) 845-9364</p>	