

Position Description: PUBLIC WORKS SUPERINTENDENT

Grade: Non-Union O

FLSA: Exempt

Date: May 2012

GENERAL PURPOSE:

This is a highly responsible administrative position responsible for overseeing the operations of the Public Works Department including but not limited to paving, line striping, sidewalk maintenance, transfer station operations, solid waste and recycling, and winter operations. The Superintendent is responsible for organizing, assigning, and tracking the daily work of the department.

SUPERVISION RECEIVED:

Supervision is received directly from the Director of Public Works, although considerable independent judgment is exercised in the everyday operations of the department.

SUPERVISION EXERCISED:

Supervision is exercised over the Public Works work force including the mechanics

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Schedules and assigns daily work to Public Works crews.
- Tracks work completed
- Assists in the short and long term planning for the department.
- Works directly with outside vendors and contractors
- Manages paving program
- Directs activities during emergency operations including, but not limited to, snow storms, ice storms, and hurricanes.
- Oversees the operation of the Transfer Station.
- Receives and responds professionally to citizen's complaints.
- Reviews and approves requests for accrued benefit leave, including vacation, compensatory time, personal leave, etc.
- Schedules or approves overtime in accordance with Collective Bargaining Agreement.
- Formulates and administers departmental policies and programs such as safety and training.
- Disciplines employees
- Assists in preparing operational and capital budgets for the department.
- Works closely and professionally with other City departments, vendors, and contractors.
- Participates in collective bargaining as a member of the City's negotiating team
- Reviews payroll submissions and serves as back-up for payroll processing
- Performs other duties and special projects as may be assigned.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to plan, organize and supervise a group of subordinates.
- Ability to keep accurate records and reports.
- Ability to understand and interpret plans and blueprints
- The ability to work long hours in adverse weather conditions.
- Knowledge of solid waste and recycling programs and regulations.
- Knowledge of maintenance and repair strategies for street paving.
- Knowledge of maintenance and repair strategies for sidewalks.
- Considerable knowledge in the operation of all public works equipment being utilized in the department
- Knowledge of Dig Safe laws, OSHA regulations, Work Zone Safety, Traffic Control laws, and other applicable laws related to Public Works responsibilities
- Knowledge of winter operations including but not limited to plowing, sanding, salting, and snow removal.
- Knowledge of Geographical Information Systems (GIS)
- Strong computer skills including but not limited to Microsoft office, fleet maintenance, fleet fueling, and a variety of software used by the Public Works Department.
- Strong communication skills both written and verbal.
- Ability to work productively and cooperatively with managers, supervisors, co-workers and the general public

MINIMUM QUALIFICATIONS:

- Graduation from a two-year college or university in the fields of engineering, business management or industrial technology together with 5 years of progressively responsible management experience in construction management, public works, or any equivalent combination of experience, training and certification.
- Valid State of Maine drivers license

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must occasionally lift and/or move up to 50 pounds.
- The employee must have a full range of body motion, to include bending at waist and full use of lower extremities and back muscles.
- The employee must have accurate depth perception, as well as near/far vision of 20/40, uncorrected or corrected and the ability to distinguish colors.
- The employee must have the ability to hear within three feet and on the telephone.
- The employee must possess fine motor dexterity in both hands.
- The employee must be able to work long hours and in adverse weather conditions

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

External and internal candidates, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential functions (as listed) either aided or with assistance of a reasonable accommodation to be determined by management through the interactive process on a case by case basis.