

CITY OF BONNEY LAKE  
POSITION DESCRIPTION

Class Title:	Assistant Superintendent of Public Works	Grade Number:	17
Department:	Public Services	FLSA Status:	Exempt
Division:	Public Works	Union:	NA
Date:	February 2016	Location:	Public Works Center

**GENERAL PURPOSE**

Performs a variety of supervisory, administrative, skilled, and technical work in the planning, construction, operation, repair, maintenance, and replacement of City infrastructure, including water, sewer, storm water, streets, facilities, parks, and fleet systems, as assigned.

**SUPERVISION RECEIVED**

Works under the general supervision of the Superintendent of Public Works.

**SUPERVISION EXERCISED**

Exercises close supervision over lead workers and other assigned public works staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**GENERAL**

Advises supervisor(s), city engineer(s) and other city officials in matters relating to division activities; provides information to various civic, school and public groups and individuals regarding assigned public works problems and services. In emergencies, will immediately and independently take all actions necessary to prevent or minimize damage to public and private property, while giving priority to the safety of City employees and the public.

**A. Personnel**

- Provides proper training to employees regarding behavior, conduct and standards set by the Public Works Department and City. Enforces policies, procedures, standard operating procedures and regulations.
- Trains and supervises employees in the operation, maintenance, repair, and construction of assigned public works facilities/infrastructure.
- Ensures individuals are properly instructed in safety procedures and policies in the work place. Monitors daily work to ensure compliance with safe work practices by all employees.
- Prepares reviews for all assigned employees according to the schedule set by the City's evaluation process.

Oversees on-call rotation to ensure all employees are fairly treated, while ensuring that the Public Works on-call person is fully qualified to stand that duty.

- Assists the Public Works Superintendent in the review and authorization of leave and vacation requests.
- Resolves employee issues in a timely manner in accordance with City policies.

**B. Projects**

- Supervises and assists in gathering information and completing field studies for Public

Work's projects, facility plans and governmental agencies.

- Coordinates and oversees the repair of City infrastructure associated with the development of public or private infrastructure..

#### C. Equipment and Tools

- Establishes training and safety checklists for each piece of equipment assigned to the water and sewer section to ensure operators are qualified to maintain and operate equipment they are assigned to. Prohibits operation of tools and equipment by operators and maintenance workers that are not proficient in their use.
- Ensures that all assigned equipment receives manufacturer recommended maintenance and service work when due.
- Ensures the proper control, maintenance, repair and replacement of assigned power tools and hand tools on a timely basis.

#### D. Material

- Supervises the control and use of, and assumes responsibility for, all materials, supplies and equipment used in the maintenance, construction and repair of public works systems and other department facilities as assigned.
- Establishes high and low stocking levels for all parts and materials to ensure immediate availability for crew use. Maintains current inventory for all parts and materials in the storeroom. Accountable for inventory control, purchases and year-end inventory. Recommends adjustments of quantity, additions and deletions to tool, equipment and materials inventories kept in the shops.
- Ensures that all necessary materials, supplies and equipment are available at the beginning of each work day.

#### E. Work Management

- Accesses and operates the City's GBA work management system as it relates to water and sewer activities. Plans, schedules and implements maintenance, repair, operation, and construction activities designed to provide quality water and sewer. Develops daily, weekly, monthly and annual schedules for all recurring maintenance projects and one-time projects.
- Ensures daily work completion reports are turned in by each crew leader and recorded in the work management system.
- Accesses and utilizes the Eden system for purchasing, project management, budget, time keeping, and other activities as needed.
- Responsive to Washington State One Call locate service for accurate and timely water distribution line and sewer transmission line locating within the City initiated by construction projects, other utilities, government agencies, customers and engineering firms.
- Tracks and analyzes operating costs and make recommendations for the sewer and water section budgets.
- Assists the Public Works Superintendent in preparing annual budgets and managing the current budgets.

#### F. Customer Service

- Responds to customer questions and complaints by discussing the situation with the

customer, evaluating the situation, considering alternative solutions, and selecting a solution that is satisfactory to both the customer and the City. Explains findings to customer and notifies appropriate water and sewer crew if necessary.

- Contacts residents and business owners in area where services will be temporarily discontinued and explains when services will be shut off, why it is necessary, and how soon service will return. Attempts to minimize impact to customers while accomplishing the work.

### WATER SECTION

Supervises the operations and maintenance duties associated with the City's potable water distribution system which includes: reservoirs, wells, springs, pumps, water main and service lines, fire hydrants, regular and PRV valves, and booster pump stations.

Oversees and maintains the City's Supervisory Control and Data Acquisition (SCADA) water level monitoring (telemetry) system which includes: telemetry data line repair, testing and replacing electronic components, remote control valve adjustments, and control panel monitoring. Uses data analysis techniques to detect malfunctions. Responsible for record keeping of hours, quantities and time.

Creates recurring maintenance projects to flush of the water distribution mains, which includes inspection of fire hydrants and valves; for the purpose of maintenance, fire protection and City insurance ratings.

Inspects and supervises the maintenance and repair of Ball Park Well Water Treatment Facility (WTF), booster pump stations, water tanks, meters, and sewer lift stations at frequent intervals to insure that all aspects of the utility systems are functioning properly.

### SEWER SECTION

Supervises maintenance of sewer lines and lift stations, including pump repair, chemical treatment, cleaning and daily monitoring.

Schedules operations of the video camera van, to inspect sewer pipe lines for various purposes including: grease separator operation, sewer main flow, storm drain flow, connection condition, GIS data collection, and to support City consultant efforts.

Ensures confined space safety procedures are always followed. Is knowledgeable in use of gas monitor/analyzer, air pump, self-contained breathing apparatus, and/or other personal protective devices.

Coordinates with the Sumner Waste Water Treatment Facility (WWTF) staff to manage daily operation of sewer services, repairs, and outages.

### STREET SECTION

Directs, coordinates, plans and schedules the work of the street maintenance and construction crews engaged in constructing, repairing, patching and sealing of streets; grading, preparation and paving of street surfaces; constructing and repairing retaining walls, drainage structures, curbs and gutters;

Manages the traffic maintenance program, involving such activities as traffic lane marking and  
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removal, installation of reflective buttons, fabrication and installation of traffic signs, and placement of barricades;

Directs and supervises street maintenance activities, such as anti-icing, removal of ice, snow and debris, cutting of brush and grass affecting pedestrian and vehicular movement; Inspects and evaluates infrastructure and work completed by crews; Coordinates street, sidewalk, and right-of way maintenance, repairs, and improvements with the Engineering division;

Assists the City engineering staff with the development Capital Improvement and Six Year Transportation Improvement Programs; Works with NPDES permitting and compliance.

### STORM WATER SECTION

Coordinates the City's surface/storm water management programs in compliance with county, state and federal laws and regulations; Supervises crews engaged in street sweeping, culvert and retention pond cleaning;

Conducts regular inspections of storm water system; Plans, organizes, and coordinates the daily activities of the storm water program; coordinates maintenance operations, design review, inspection and water quality programs related to retention ponds, detention storage facilities and public right-of-way systems.

### FLEET SECTION

Directs and coordinates the mechanic shop operations for maximum efficiency, effectiveness, and customer service; Communicates with various users to respond to service related questions or complaints, and to determine program effectiveness and assess new policies, programs and procedures needs;

Evaluates fleet condition on an ongoing basis; makes recommendations on fleet size and composition, and recommends replacement criteria; Establishes a proactive customer service oriented fleet services program; Develops, utilizes and maintains the operation of a computerized system for tracking all vehicles and equipment, shop labor, parts inventory/use, vehicle utilization, fuel usage, billing, etc.

### PARKS MAINTENANCE SECTION

Under the general direction, plans, organizes, directs and participates in the work of crews engaged in the construction, repair and maintenance of all City parks and open space. Prepares a variety of studies, reports and related information for parks decision- making purposes. In accordance with project or program goals, establish work priorities and inspect work in progress and on completion.

Provide for the training of assigned personnel in work methods, use of tools and equipment and safety practices. Evaluate the performance of crew members.

Determines park maintenance work procedures, prepares maintenance plans and work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of park maintenance operations. Projects needs for equipment, materials and supplies for the park system. Prepares specifications, estimates, and bids for machinery, equipment, and contractor services.

Develops and implements a park and open space maintenance management program. Develops park maintenance and operating procedures and methods within limits of City policies and procedures. Enforces policies, regulations, and safety and health standards.

#### PERIPHERAL DUTIES

Operates a variety of construction and maintenance equipment used in operations.

May assist with the delivery of monthly late notices, including: customer contact, door hangers, check returns and discontinued service. Works with the finance department to ensure that timely shut-offs and turn-ons occur.

Serves on various employee or other committees as assigned.

#### DESIRED MINIMUM QUALIFICATIONS

##### Education and Experience:

- A. Graduation from an accredited college or university with a four year degree in construction management, engineering, business or public administration, or a related field. Experience in the supervision and management of public works operations may be substituted for the actual degree (2 years' experience = 1 year education);
- B. Seven (7) years of experience relating to the construction, repair and maintenance of water or sewer systems including the operation of related maintenance equipment and tools; of which at least (3) years was in a supervisory capacity; or
- C. Any equivalent combination of education and experience.

##### Additional Preferred Qualifications:

- Experience utilizing EDEN systems
- Experience using GBA work management system software.

##### Necessary knowledge, Skills and Abilities:

- A. Considerable knowledge of equipment, facilities, materials, methods and procedures used in various public works operations; considerable knowledge of computerized systems as they relate to public works operations;
- B. Skill in operation and of the listed tools and equipment including, but not limited to: personal computer and required applications, use of a cost accounting computer application and a work management system;
- C. Ability to guide, direct and motivate division staff towards the accomplishments of the City mission and goals; ability to plan, organize and supervise the activities of various crews performing construction and maintenance work; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, elected officials, other departments and the public; ability to read blueprints and operations/maintenance manuals; ability to prioritize workloads to meet deadlines; ability to work an extended shift.
- D. A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. This value requires the ability to effectively meet and deal with internal customers and the public while responding to customers in a friendly, pleasant and professional manner using appropriate inflection,

grammar and syntax. The ability to handle stressful situations while establishing effective working relationships with employees, supervisors, and the general public. The ability to maintain a professional, courteous, and pleasant demeanor in difficult, stressful situations while diplomatically dealing with difficult people. A willingness is expected to expend extra effort to help the public find answers or information relative to their inquiry or complaint.

## SPECIAL REQUIREMENTS

### General

- Valid Washington State Driver's License endorsed for CDL Class A (or must have ability to obtain CDL within three months from date of hire) and driving record acceptable to City's insurance authority;
- Valid CPR/First Aid certification or ability to obtain certification within three months. Washington State Traffic Control Flagger Card or ability to obtain card within three months.
- Must be able and willing to work any day or time during emergencies for snow/ice control work, natural disaster response and recovery, or during other unscheduled emergencies. Able to report to work within a reasonable amount of time following notification of an emergency.

### Water and Sewer Assignments

- Valid Washington State DOH Water Distribution Manager (WDM) Certification III or ability to obtain certification within one year.
- Valid Water Basic Treatment Operator (BTO) Certification or ability to obtain certification within one year.
- Valid Waste Water Collections Personnel Association (WWCPA) Sewer Collection Certification II or ability to obtain certification within one year.
- Valid Water Cross Connection Control Specialist Certification or ability to obtain certification within one year.
- Ability to obtain valid certifications to perform the duties assigned.

### Street Assignments

- Valid International Municipal Signals Association Signs & Markings II Certification or ability to obtain certification within one year.
- Valid Washington State Department of Agriculture Pesticide/Herbicide Applicator license or ability to obtain certification within one year.

## TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, jetter/inductor truck, street roller, backhoe, lift, tamper, plate compactor, saws, pumps, compressors, sanders, generators, trencher, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, personal computer including Microsoft Office word processing and spreadsheet applications, utility meter reading equipment, and other software, copy and fax machines.

## 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must have the ability to physically/mentally work at a high level up to 15 hours at a time during emergencies.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

#### CORE VALUES OF THE CITY OF BONNEY LAKE

We are a team of dedicated professionals who respect our community and one another. We serve the public need with integrity, and will be held accountable for our actions. We choose to be united in our service to each other and our citizens. Below are a list of six core values that we encourage all our employees to embrace.

Professionalism – Being ambassadors of the City by providing expert service delivery.

Service – Giving helpful assistance or advice to our customers.

Accountability - Performing the duties of my position in a responsible way.

Respect – Fairly considering the rights, opinions and ideas of others.

Integrity – Acting in harmony with the laws and values of the City.

Teamwork – Working together to best serve the community.

It is our intention that the qualified applicant will embrace these values as well.

#### SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the

position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.