CITY OF MUKILTEO
Revision Date: Jan 20, 2022

PUBLIC WORKS SUPERINTENDENT
Class Code: 3820-001

GENERAL DESCRIPTION:

**Job Summary:**
Performs supervisory, administrative, and technical tasks in current planning, organizing, directing, and oversight for project and task execution within the Maintenance Operations Division of the Public Works Department. The Public Works Superintendent is also responsible for City-wide fleet and facility management, administration and oversight of maintenance contracts, and administration of the City’s Capital Asset Management Program. This position takes direction from the Public Works Director.

Directly supervises Maintenance Foreman; indirectly supervises Maintenance Leads and Maintenance Workers.

ESSENTIAL DUTIES:

**Examples of Work Performed:**
- Plans, organizes, coordinates, supervises and evaluates programs, plans, services, staffing, equipment and infrastructure for the public works division
- Determines work procedures, prepares work schedules, and expedites workflow; issues written and oral instructions; develops and standardizes division policies and procedures to improve efficiency and effectiveness of operations
- Oversees all planning, program development, budget development and monitoring, emergency management, and general operation of public works maintenance and operations
- Evaluates public works needs and formulates short- and long-range plans to meet needs in all areas of responsibility, including transportation, street, storm water, fleet, facilities, emergency management, capital equipment, and park maintenance
- Responds to citizen and staff questions regarding operations
- Prepares reports of complaints and responsive actions
- Reviews maintenance and construction operations
- Coordinates equipment and vehicle replacement reserve fund; oversees the preventative and emergency maintenance and repair of City equipment and vehicles used for the maintenance of buildings, streets, surface water, parks, and other city owned facilities
- Accesses and operates various database management systems. Plans, schedules, and implements maintenance, repair, and operation activities designed to provide quality and efficient services to maintain city-owned assets. Develops daily, weekly, monthly, quarterly, and annual schedules for all recurring maintenance and one-time maintenance projects
- In emergencies, may be tasked to work in the EOC within the Operations, Planning or Logistics sections as directed

**SALARY RANGE**
$7,221.07 - $8,777.29 Monthly
• Advises the Public Works Director, Mayor, City Administrator, City Council, Commissions, citizen groups, contractors, and others on divisional issues; assembles necessary resources to solve a broad range of programmatic and service delivery problems in the delivery of public works and utility services; assists in the preparation of new City ordinances and the revision of existing ordinances related to Public Works policy and administration
• Provides professional input into the preparation of performance specifications for a variety of Public Works-related maintenance projects; prepares selection criteria for public works maintenance contracts; reviews and recommends maintenance contract awards; negotiates maintenance contract provisions as assigned, provides oversight of maintenance contractors
• Develops and manages public works maintenance related professional service contracts; coordinates reviews and approves the work of a wide variety of independent service providers including, but not limited to, public works maintenance contractors
• Attends training to maintain knowledge of trends and developments in the field of municipal Public Works
• Assists in training staff in public works administrative systems and management and supervisory skills techniques
• May participate in City Council meetings, committees and boards as required
• Ensures that service requests related to maintenance are scheduled, planned and organized to be completed in a timely and efficient manner
• Perform other duties as assigned

Knowledge, Skills and Abilities Required:
This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service.

Knowledge of:
• Civil engineering and public works principles, practices and methods as applicable to a municipal setting
• City policies, laws, and regulations affecting public works activities
• Operations, characteristics, and activities of a comprehensive public works program
• Modern principles and practices of program development and administration
• Advanced principles of supervision, training and performance evaluation
• Pertinent Federal, State, and local Laws, codes, and regulations

Skilled in:
• Preparing and administrating operating budgets
• Planning, directing and administering municipal public works programs
• Operating the listed tools and equipment

Ability to:
• Guide, direct and motivate division staff towards the accomplishments of the City mission and goals
• Communicate effectively, orally and in writing, with employees, consultants, contractors, other governmental agency representatives, City officials, and the general public
• Conduct necessary technical research and compile comprehensive reports
• Effectively plan, organize, direct, and coordinate the activities of the division
• Analyze problems, identify alternative solutions, project consequence of proposed actions, and implement recommendations in support of goals
• Read blueprints and Operations and Maintenance Manuals
• Prioritize workload to meet deadlines
• Effectively meet and deal with internal customers and the public while responding to customers in a friendly, pleasant and professional manner
• Handle stressful situations while establishing effective working relationships with City employees, supervisors, and the general public
• Maintain a professional, courteous, and pleasant demeanor in difficult, stressful situations while diplomatically dealing with difficult people

Physical Requirements and Work Environment:
The physical demands described herein 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 to perform the essential functions. Work is performed mostly in office settings. Some outdoor work is required during inspections of various city facilities and may take place in all types of weather conditions and temperatures. May be exposed to airborne particles during inspections. The noise level in the work environment is usually moderate.

Wearing of protective clothing is required for completion of some job requirements. Clothing may include rubber boots, rubber or plastic gloves, personal protective equipment, reflective vest, hard hat, or other specialized equipment.

While performing the duties of this job, the employee is constantly required to sit and use hands to finger, handle, or feel objects, tools, or controls; frequently required to talk and hear; frequently required to stand and walk, and occasionally reach with hands and arms, stoop, kneel, crouch, or crawl. Must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Tools and Equipment Used
Personal computer, including word processing and spreadsheet applications, database systems and other software; motor vehicle; calculator; telephone; copy and fax machine.

QUALIFICATIONS:

Qualifications:

Minimum Qualifications (Education, Experience, Skills):
• High school diploma or GED supplemented with secondary level course work or professional development courses offered by American Public Works Association (APWA) related to construction management and/or municipal maintenance management
• A minimum of five years’ experience in capital asset and facility management
• A minimum of ten years’ experience in maintenance management, including managing maintenance of public or private infrastructure and experience in the supervision and leadership of maintenance workers
• A combination of education and professional experience which provides the applicant with applicable knowledge, skills and abilities required to perform the job may be considered.

Preferred Qualifications:
• Associate’s degree or a Bachelor’s degree in civil engineering, public administration or a closely related field.
• Experience utilizing cost accounting, requisition and labor software; project work planning and work order management software is preferred

Licenses and other Requirements:
• Must possess a Washington State driver license by the time of hire
• Must pass a background check
SUPPLEMENTAL INFORMATION:

The City of Mukilteo is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request.