

**CITY OF MUKILTEO
JOB DESCRIPTION**

Title:	Public Works Superintendent	Date Prepared:	Jan 2014
Department:	Public Works	Job Classification:	Non-Represented
Reports to:	Public Works Director	Salary Range:	103
Supervises:	Lead Serviceworker, Park and Utility Serviceworker Facility/Park Attendant	FLSA Status:	Exempt

General Purpose of the Position:

Provide front line supervision over the City's operations of Streets, Parks, Facilities and Stormwater Utility divisions. Manages and provides leadership of day-to-day field operations. Develops and maintains regular work schedules for the Public Works crew, works with city engineering staff to develop and implement preventive maintenance programs for city roadways, stormwater system, parks system and facilities. This position takes direction from the Public Works Director and may serve as the Public Works Director in his/her absence.

Essential Duties and Responsibilities:

- Manages all Public Works work orders for field operations of Street, Parks, Facilities and Stormwater Utility divisions
- Develops, implements and maintains regular schedule for preventive maintenance programs of roadsides, parks, facility equipment, and stormwater system.
- Schedules workload and maintenance activities of all four divisions of the Public Works crews, Streets, Parks, Facilities, and Stormwater Utility divisions
- Manages and inspects workmanship of service contractors
- Troubleshoots and oversees the correction of such field problems as road obstruction, service line sewer backups of city owned facilities, Light House Park restroom pump station failures and litter control
- Develops and implements regular preventive maintenance programs for all equipment and vehicles owned by Public Works; coordinates maintenance and service with outside contractors or service vendors and agencies. Manages the city Equipment Rental account
- Plans, coordinates, schedules and assigns work load for Lead Service Workers; handles on site supervision of crews, hiring and disciplinary actions; handles personnel, problems, concerns, questions and evaluations
- Orders and specifies materials and equipment; monitors budget and budget adjustments as required; sets goals and procedures for accomplishing public works projects
- Prepares reports of actions and complaints and attends City Council and Board meetings as required

- Reviews maintenance and construction operations, conducted by the Public Works crew, for compliance with applicable state and local laws and initiates changes as required and implements the City's Safety program as it relates to Public Works operations and field activities
- Responds to citizen and staff questions and complaints
- Serves as a technical advisor to subordinate personnel
- Coordinates with other departments or city residents to discuss and resolve Public Works operations issues or work orders

Other Duties and Responsibilities

- Performs other related duties as assigned by the Public Works Director

Skills and Abilities Required:

- Knowledge of:
 - Specialized maintenance equipment, reconstruction and replacement methods, physical facilities, systems and operations
 - Municipal streets, sewer, parks and drainage systems maintenance
 - Construction and maintenance techniques and the use of materials and their costs to support street, park, facility and drainage system maintenance
 - Municipal operational procedures and policies
 - Planning and management techniques for maintenance of current and planned facilities.
- Make decisions under emergency conditions
- Relate with maintenance employees in a positive and constructive manner and to explain expectations clearly
- Prepare written documents such as employee evaluations, agenda bills, standard operating procedures, and field reports
- Maintain flexibility under changing conditions related to emergencies or system failures.
- Work effectively with city residents, public boards, city staff and contractors
- On call availability evenings, nights and weekends

Physical Demands and Work Environment:

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 sit and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually moderate.

Minimum Qualifications (Education, Experience, Skills)

- High school diploma or GED supplemented (secondary education with 2 year degree desirable) 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
- Experience with maintenance management
- Experience with management of maintenance of public or private infrastructure
- Experience in the supervision and leadership of maintenance workers
- Any equivalent combination of education which provides the applicant with knowledge, skills and abilities required to perform the job

Licensing and Certifications:

- Washington Driver's License
- First Aid Certification