

CITY OF TOPPENISH
Class Specification

Title: Public Works Superintendent **Department:** Public Works

FLSA Status: Exempt **Reports to:** City Manager

Effective Date: July 1, 2016

General Summary

Responsible for planning, organizing, implementing, directing and evaluating all Public Works Department operations, programs, and personnel. Responsible for areas such as water, sewer, refuse, street, cemetery, parks, City buildings and facilities. Coordinate activities with other city, county, state, federal and tribal agencies. Hire, train and evaluate department personnel. Prepare budgets and reports as required. Reports to the City Manager.

Essential Functions/Major Responsibilities

- Plan, organize, direct and evaluate the operations, services, budgets, policy formulation and activities of the City's Public Works Department.
- Represent the City in regional public works issues; communicate and coordinate efforts with a variety of individuals and organizations, including City employees and executive staff, local cities, citizens, contractors and others.
- Direct the planning and preparation of department budgets, monitor, control and authorize expenditures in accordance with established guidelines.
- Direct, supervise and evaluate the performance of assigned staff, approve recommendations for personnel promotions and salary increases; recommend disciplinary and termination actions as necessary.
- Provide services to the public, City Council, City Manager and other departments and offices; present recommendations and alternatives related to critical issues, decisions and actions as appropriate.
- Attend regular and special City Council sessions; participate in meetings, workshops and conferences with City Boards, commissions, committees and others; provide information to the City Council on department programs and projects.
- Maintain current knowledge of regulatory requirements; review changes to requirements and evaluate departmental impacts.
- Drive a vehicle to perform field inspection of construction and maintenance projects in progress and upon completion.

PUBLIC WORKS SUPERINTENDENT

Page 2

Job Scope

Position encounters a wide diversity of work situations. Job involves a high degree of complexity or difficulty due to scheduling of department assets with project requirements. Responsible for developing procedures, policies and objectives. Operate independently with minimal supervision. Errors in work or judgment could result in additional costs, delays, personnel injuries, adverse employee morale, reputation or City image or liabilities to the City. Decisions are made within broad interpretation of applicable laws, and governmental guidelines. Responsible and accountable for all maintenance and operations budgetary preparation and compliance. Accountable for inventory and control of all capital assets. Accountable for long-range operational and strategic planning of the Department.

Supervisory Responsibilities

Job includes full supervisory responsibilities for all Public Works employees.

Interpersonal Contacts

Contacts are normally made with others both inside and outside the City government. Contacts are normally made over the telephone and are with other City employees. Contacts frequently contain confidential/sensitive information necessitating discretion at all times. Contacts are usually made on own initiative.

Specific Job Skills

Knowledge of:

- Solid management of a Public Works department.
- The processes, techniques, materials and equipment used in Public Works projects.
- Budgeting procedures

Ability to:

- Use discretion in all contacts. S
- To plan, schedule and execute all aspects of Public Works maintenance and operations.
- Perform problem analysis, advanced math, and creatively solve work problems
- Provide a high level of customer service.
- Make decisions based on sound judgment leading to logical conclusions.
- Provide excellent interpersonal, leadership, and supervisory skills as well as foster teamwork throughout the department.
- Train, supervise, and mentor subordinates.
- Make independent judgment and decisions, apply interpersonal and customer service skills and participate in a team environment.
- Meet the physical activities including standing, sitting, talking, hearing, grasping, handling, and repetitive motions of the hands and wrists.
- Speak, read, write and understand English.
- Speak Spanish is preferred, but not required.

Education and/or Experience

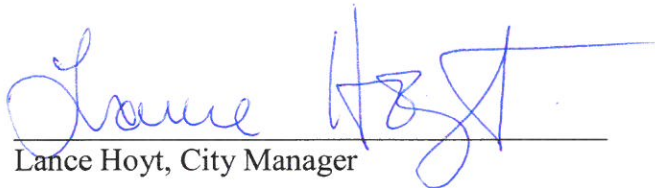
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Possess an Associate's degree in Business Administration, or a related discipline and a minimum of four years-experience in Public Works, or equivalent education and/or experience. Previous supervisory experience required.

Job Conditions

Job may require entering hazardous construction sites. Occasional exposure to hazardous chemicals and/or fumes. Position requires substantial overtime or being in an "on-call" status. Performs work in various types of extreme weather conditions. Ability to lift and/or carry 30 pounds.

APPROVED


Lance Hoyt, City Manager

