

CITY OF NICHOLASVILLE
POSITION DESCRIPTION

Class Title: Public Works Superintendent

Department: Public Works

Supervisor: Public Works Commissioner

Supervises: All Personnel Assigned to Department

Grade 60

Class Characteristics: At general administrative direction, plans, organizes, directs, coordinates and evaluates the activities and programs of the Public Works Department, that includes: streets, cemetery and cemetery maintenance; performs related work as required; serves as the Cemetery Sexton

General Duties and Responsibilities:

Essential:

1. Plans, organizes, directs, coordinates and evaluates all activities and programs of the Public Works Departments, including the construction, alteration, servicing, maintenance and repair of the buildings, public streets and roads, alleys, bridges, catch basins, curbs, gutters, sidewalks, walls, and cemetery operations and maintenance.
2. Formulates, administers and maintains departmental policies and procedures after consultation with higher authority and subordinate personnel.
3. Secures easements when required for departmental activities.
4. Makes periodic inspections to assure adherence to departmental policies and procedures.
5. Implements and ensures compliance with established safety rules, policies and procedures.
6. Assists with preparation of annual departmental budget; administrators budget after approval, including approving invoices.
7. Assists in recruitment selection and training of departmental employees; instructs, disciplines and evaluates subordinates.
8. Approves work schedules; approves departmental timecards.
9. Works with contractors in resurfacing and /or repairing streets; approves completed projects.
10. Supervises, inspects and approves improvement projects for Public Works Division.

Public Works Superintendent, page 2

11. Supervises the purchasing, installation, testing, maintenance and/or repair of departmental equipment.
12. Ensures that adequate inventory of spare parts and supplies for the department are maintained; authorizes requisition of parts and supplies as needed.
13. Prepares and /or supervises the preparation of departmental reports; ensures that reports are maintained and all work orders are entered and completed on Hometown Grid and /or other software currently utilized.
14. Investigates and answers complaints on departmental matters.
15. Confers and works with other departments and agencies as necessary to coordinate activities with other city functions.
16. Attends Commission meetings and reports on activities as requested.
17. Serves as the Cemetery Sexton.
18. Maintain organization within the department utilizing computer software and Microsoft products.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent (GED) supplemented by five years related work experience, including two years' supervisory experience.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of applicable federal, state and local laws and ordinances governing streets and cemetery.
2. Extensive knowledge of materials, methods and techniques used in public works activities.
3. Extensive knowledge of functions and servicing/maintenance requirements of departmental equipment and machinery.
4. Extensive knowledge of safety requirements for all aspects of the departments with particular emphasis on proper operations of equipment and machinery.
5. Extensive knowledge of the geography of the city.
6. Extensive knowledge of the working operations on the city's infrastructure.
7. Knowledge of preventive maintenance requirements for all departmental vehicles and equipment.

8. Knowledge of building maintenance.
9. Thorough knowledge of computer hardware and software programs.

Skills

1. Budget Management
2. Computer Skills
3. Communication
4. Data base management
5. Leadership
6. Public Relations
7. Project Management
8. Problem Solving
9. Organization
10. Safety Management
11. Supervision and Training

Abilities:

1. Ability to supervise subordinate personnel and accomplish work assignments in a diverse department.
2. Ability to plan and assign the work of subordinate personnel.
3. Ability to assist with the preparation of and to administer the departmental budget.
4. Ability to implement and administer safety programs for the department
5. Ability to ensure the preparation and maintenance of required departmental records.
6. Ability to communicate effectively electronically, orally and in writing.
7. Ability to establish and maintain effective working relationships with contractors, builders, city officials and employees, and the general public.

ADDITIONAL INFORMATION

Instructions: Very general; must use own judgment most of the time.

Processes: Must frequently refine existing work methods and develop new techniques, concepts and programs within established limits or policies.

Review of Work: May be reviewed through written and oral reports as requested.

Public Works Superintendent, page 4

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are required.

Physical Demands of the Job: Work is performed both in an office and outdoors, requiring sitting, standing, walking and stooping (often including stairs, hilly areas, rough terrain, etc.); withstanding exposure to weather conditions for long periods of time is an essential part of work; lifting objects weighing more than twenty-five pounds in a accepted requirement of the job; exposed to high places, confined spaces, fumes, chemicals and toxic substances.

Tools and/or Equipment Used: Must use normal office equipment (computer, copier, telephone, fax machine, etc.); must know and be able to use all departmental tools and equipment.

Contacts: Frequent public and internal contacts requiring tact and diplomacy and requirements of the job.

Confidential Information: Regular use of confidential information is a requirement of the job.

Mental Effort: Moderate/heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess valid commercial driver's license issued by the Commonwealth of Kentucky or must obtain commercial driver's license within one year after appointment to the position; must maintain commercial driver's license throughout employment in the department.

Certification Requirements: None.

Additional Requirements: Must be able to respond to emergency situations at all hours.

Overtime Provision: Exempt.