

JOB DESCRIPTION FOR ASSISTANT PUBLIC WORKS SUPERINTENDENT

DEPARTMENT: PUBLIC WORKS

POSITION: Assistant Public Works Superintendent (Utilities Distribution/Collection)

EXEMPT ANNUAL BASE SALARY: **\$ 47,840.00 - \$52,000.00**

Title of immediate supervisor: Public Works Superintendent

MAJOR DUTIES:

- Reports to the Public Works Director
- Supervises up to 6 public works employees **daily** involving water utilities, meter reading, water distribution, wastewater collection and maintenance of public utilities.
- Supervises up to 25 public works employees **in the absence of the Public Works Superintendent** involving street maintenance, sanitation, recycling, parks and recreation, drainage, code violation abatement, storm water; water utilities, meter reading, water distribution, wastewater collection and maintenance together constitutes being public work services.
- Exempt Employee pursuant to the City's Personnel Policy.
- Supervise all safety sensitive functions of the department.
- **Working Supervisor responsible to oversee public works utility services.**
- **Any other duties directed by the Public Works Superintendent and/or Public Works Director**

JOB COMPLEXITY:

- Responsible to make sure water and wastewater utilities are maintained regularly.
- Responsible to ensure that all other public work services are being performed up to standards.
- May involve Performing manual physical tasks up to and involving repairing and installing water and wastewater mains, service lines and all other system appurtenances.
- Protects the citizens from all health and safety nuisances
- Keep the workplace drug free and make sure all employees have a safe working environment
- Follow all state laws governing Public Works Water and Wastewater Utilities

RESPONSIBILITY:

- Oversee the Public Works Utilities of the City of River Oaks.
- Experienced in inspection of water and wastewater construction projects
- Ability to plan and design water and wastewater utility improvements
- Responsible for the safety of all public works employees
- To protect the residents of the city from improper construction work
- To protect the residents and occupants from public nuisances
- skilled in the operations of heavy equipment including backhoe, loader, sewer jet cleaner, jackhammer, pipe saw, tapping machine and other small power equipment
- To follow up on all complaints regarding water quality and wastewater overflows.
- To recommend to the Public Works Superintendent on the budgetary operations of the Public Works Department
- Process and File all necessary reports.
- Responsible for traffic control protection of all employees working in roadways.
- Follow up on citizen complaints
- Ability to design and report to any Board of the City on any proposed or necessary improvements to the City's Public Works

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- TCEQ Class C Water Distribution and Class II Wastewater Collection License or ability to obtain.
- Supervisor, Trainer and Mentor; Supervisor skills and abilities to provide a continuous growth career path for all employees and self.
- Ability to attend Water and Wastewater Training to maintain and/or raise level of TCEQ Water Distribution Class II and Wastewater Collection Class II license. Also, to increase license levels to Class III within 5 years.

IMPACT OF WORK

- The nature of duties performed is essential to the maintenance and improvements to the city's water distribution and wastewater collection systems. The nature of the duties is essential to the water capacity and protection of the city's water supply. The duties of this department also impact the proper delivery of wastewater to the City of Fort Worth.

COMMUNICATIONS/PUBLIC CONTACT

- Extensive personal contact with residents
- Must have good public relations abilities
- Ability to speak before Boards and Committees
- Ability to perform community information programs when requested

SUPERVISION

- Answers to the Public Works Superintendent.
- Supervision of Water/Waste Water Department Employees in accordance to the City Charter and under the direction of the Public Works Superintendent.

WORK HAZARDS

- Employee must work outdoors, among traffic and is constantly around heavy working machinery
- Employee may have limited contact to hazardous and non-hazardous chemicals in the workplace

KNOWLEDGE/SKILLS/ABILITIES

- Must be a high school graduate or equivalent.
- Must hold at minimum a valid Class B "CDL" commercial drivers license issued by the Texas Department of Public Safety
- Ability to follow safety rules and regulations
- Ability to perform physical tasks and handle moderate lifting
- Must have a good driving record
- Ability to read and write
- Ability to understand and follow oral instructions
- Ability to read, understand, communicate and train other employees on Safety Data Sheets.
- Must pursue and/or have training and licensing with TCEQ Water Class C Distribution and Sewer Class II Collection.
- Must have completed supervisor training for drug and alcohol
- Must be computer literate
- Subject to 24-hour call
- Ability to train and educate employees on all phases of safety in the workplace and construction sites.
- Map reading skills
- Ability to design recommendations to correct problems associated with water and sewer systems,
- Minimum 5-years in Supervision experience in the public works field or equivalent supervision experience.
- Ability to train employees and supervisors on safety sensitive functions

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CONDITION OF EMPLOYMENT

- High School Graduate or Equivalent.
- Must pass physical and lift test
- Be in good physical condition
- Must pass Drug Screening
- Must pass extensive security clearance and background checks
- Good driving record
- Hold a valid B CDL Drivers License
- Meet public works required licensing requirements

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