

JOB DESCRIPTION FOR PUBLIC WORKS SUPERINTENDENT

DEPARTMENT: PUBLIC WORKS

POSITION: PUBLIC WORKS SUPT. EXEMPT BASE SALARY: **\$43,000 - \$45,000**

Title of immediate supervisor: Public Works Director

MAJOR DUTIES:

- Reports to the Public Works Director
- Supervises up to 25 public works employees involving street maintenance, sanitation, recycling, parks and recreation, drainage, code violation abatement, storm water; together constitutes public work services.
- Exempt Employee pursuant to the City's Personnel Policy
- **Working Supervisor responsible to oversee public works services**
- Supervise all safety sensitive functions of the department
- **Any other duties directed by the Public Works Director**

JOB COMPLEXITY:

- Responsible to make sure streets and public right-of-ways are maintained regularly.
- Responsible to insure that all other public work services are being performed up to standards.
- May involve Performing manual physical tasks up to and involving street repairs, sanitation collection, storm water runoff, landscaping, mowing, trimming, code violation abatements, and drainage improvements
- Protects the citizens from all health and safety nuisances
- Keep the work place drug free and make sure all employees have a safe working environment
- Follow all state laws governing Public Works
- Supervise Water and Sewer Department upon Water Superintendent's absence.

RESPONSIBILITY:

- 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
- To follow up on all complaints regarding streets, sanitation, drainage and park and recreation.
- To recommend to the Public Works Director on the budgetary operations of the Public Works Department
- Process and File all necessary reports
- Oversee the Public Works of the City of River Oaks
- 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
- TCEQ Stormwater License or ability to obtain.
- Supervisor, Trainer and Mentor
- Ability to attend Water and Wastewater Training and achieve TCEQ Water Distribution Class II and Wastewater Collection Class II license.

IMPACT OF WORK

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- The nature of duties performed is essential to the maintenance and improvements to the city streets, parks, and recreation, drainage and sanitation departments. 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 disposal of storm water of the City of River Oaks.

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 Director
- Supervision of every Public Works Employee in accordance to the City Charter and under the direction of the Public Works Director

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 training and licensing with TCEQ for Storm Water, Water and Sewer.
- 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, sewer, drainage, streets, and solid waste disposal.
- Minimum 5-years in Supervision experience in the public works field or equivalent supervision experience.
- Experience in Building Maintenance
- Ability to train employees and supervisors on safety sensitive functions

CONDITION OF EMPLOYMENT

- Must pass physical
- Be in good physical condition
- Must pass Drug Screening
- Must pass extensive security clearance and background checks

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- Good driving record
- Meet public works required licensing requirements

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