



CITY OF VICTOR Job Description

Public Works Superintendent

Department: Public Works

FLSA Status: Exempt

Supervisor: City Administrator

Mission: To efficiently operate and maintain all City fleet and infrastructure to ensure the health, safety, and welfare of the City's citizens and visitors.

CORE COMPETENCIES:

*Customer Service

- Prioritizes customer service, internally and externally
- Interacts with the public in a positive manner
- Demonstrates ability to structure work and set priorities to meet deadlines
- Develops ways to improve quality, efficiency and effectiveness of division services
- Demonstrates initiative in identifying problems and developing and implementing solutions
- Stays within budget
- Work is performed with attention to detail and personal pride in the outcome
- Effectively trains, advises, and coaches employees, and evaluates performance timely
- Solicits input and feedback and incorporates appropriately
- Maintains job knowledge
- Respectful of diversity among staff, locals, and visitors
- Cooperates with other divisions and departments
- Sets example by professional and proficient demeanor

*Teamwork

- Develops a team approach towards achieving department objectives
- Treats employees in a fair, consistent, and impartial manner
- Elicits respect
- Establishes and maintains effective, courteous and cooperative working relationships
- Willingly and cooperatively collaborates with all other Town departments as needed
- Exhibits understanding of employees' responsibilities; provides assistance when needed
- Does not disparage staff to other staff or the public
- Observes chain of command
- Resolves conflicts in a positive manner
- Exhibits meeting management skills
- Represents departmental policies without personal bias

*Communication

- Maintains composure and self-control
- Displays an open and approachable manner
- Handles problems in a manner that demonstrates sensitivity to other points of view

Demonstrates knowledge of the community and the organization and the department
Takes the time to respond to questions and concerns in a courteous, tactful, and helpful manner
Regularly transmits relevant information from division head meetings to employees
Explains policies, procedures, services, programs, activities clearly and succinctly
Speaks and writes clearly and concisely, presents ideas and facts logically and coherently
Makes clear and convincing presentations
Demonstrates understanding of which questions to refer to department head
Keeps City Administrator informed of status of projects, equipment, and facilities

*Work Ethic

Complies with Employee Handbook, Council Policies and Codes
Takes responsibility for decisions and actions
Effective under pressure
Exhibits willingness to take action to resolve problems, even in unpleasant situations
Maintains workspace in a professional manner
Utilizes time and resources efficiently and effectively
Looks for ways to improve operations and discusses with department head
Represents the City in a positive manner
Works to get the job completed when necessary
Demonstrates ability to problem-solve unexpected situations
Adapts to and incorporates changing priorities and methodologies

JOB COMPETENCIES:

*Facilities and Infrastructure Management

Directs the efficient maintenance of all City infrastructure and makes recommendations to the City Administrator regarding needs that cannot be accomplished with existing resources.
Supervises and directs all functions of the street, water, wastewater, parks and cemetery, public facilities and fleet divisions of the City's Public Works Department, including supervising and scheduling personnel.
Researches, develops, implements, evaluates, and updates a comprehensive management protocol for all public works facilities and infrastructure
Accommodates requests from City Administrator, partner agencies, utility providers and citizens pursuant to City policy
Develops and implements standard operating procedures
Develops and implements plans to accomplish annual department goals
Prepares specifications, estimates, and bids for city provided infrastructure repairs, installation or maintenance
Inspects utility connections and street cuts for compliance with City specifications

*Employee Management

Hires, trains, manages and evaluates all public works staff
Prioritizes tasks and prepares work schedules to maximize employee productivity and minimize overtime
Coordinate use of water and wastewater plant operator duty assignment with ORC
Assigns duties, reviews work and directs changes as needed
Provides supervision, direction and assistance to crews at worksites
Performs any and all duties under his/her purview as a working supervisor

*Administration

- Prepares budget recommendations
- Monitors revenues and expenditures
- Performs cost control activities
- Determines, researches, and procures vehicles, equipment, tools, and supplies
- Creates and maintains recordkeeping systems

*Driving

- Obtains and maintains Commercial Driver's License with airbrake endorsement and maintains a good driving record.
- Competently performs all driving functions in all conditions

*Operating

- Obtains and maintains proficiency on all tools and equipment, including utility equipment, required to perform public works duties
- Obtains and maintains proficiency on all types of vehicles and heavy equipment required to perform public works duties

*Safety

- Develops and enforces safety policies, standards, and regulations
- Provides training for employees in the safe performance of their job responsibilities
- Conveys oral and written directions
- Recognizes and corrects unsafe conditions
- Complies with Drug-Free Workplace Policy
- Works safely to prevent at-fault accidents

*Care of Equipment

- Assures vehicles are properly maintained
- Assures tools and equipment are properly maintained
- Establishes, prioritizes, and implements repair schedules

*TOOLS AND EQUIPMENT USED:

- Computer, cell phone, street sweeper, loader, road grader, backhoe, sewer cleaner, snowplow, dump truck, and man lift and others
- Hand and power tools, motorized vehicular equipment including tractor, zamboni, trucks, and mowers

*KNOWLEDGE/ ABILITIES:

- Ability to organize, assign, and monitor work, supervise employees, and manage outcomes
- Ongoing participation in Confined Spaces training
- Ongoing participation in Open Trench Safety program
- Water distribution system certification
- Wastewater collection system certification
- Flagger certification desirable

*DESIRED MINIMUM QUALIFICATIONS:

- College degree preferred, may be substituted with verifiable experience
- Valid Driver's License
- Commercial Driver's License with airbrake endorsement within 3 months of hire
- 5 years relevant experience, including 2 years staff supervision

Thorough knowledge of equipment, materials, and methods used in water distribution and wastewater collection systems, road construction and maintenance and parks maintenance

Water Distribution System Class I or certification within 6 months

Wastewater Collection System Class I or certification within 6 months

Working knowledge of equipment operation and repair

General knowledge of mechanics

Ability to sustain heavy physical exertion

Ability to work in confined spaces and at heights

Ability to perform work in adverse weather conditions at all hours of the day

***ORIENTATION AND TRAINING PERIOD:**

6 months

1 year to achieve general competency

***WORKING ENVIRONMENT CHALLENGES:**

Environmental and mechanical hazards

Confined spaces and heights

Adverse weather conditions

On-call requirements

*Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The City of Victor is an Equal Opportunity and Affirmative Action Employer.