



JOB DESCRIPTION

POSITION TITLE:	Public Works Superintendent
DEPARTMENT:	Public Works
FLSA STATUS:	Non-Exempt
SALARY RANGE:	I
REPRESENTATION:	None

GENERAL POSITION SUMMARY:

The Public Works Superintendent is responsible for planning, scheduling, assigning, and supervising the internal operations and maintenance of public works infrastructure. The Superintendent performs complex supervisory, administrative, and professional tasks, in managing and overseeing the functions and activities of the Public Works Department. Critical job duties include but are not limited to; assisting in project management of major capital improvement projects; reviewing and approving construction and/or development plans; reviewing and approving construction material submittals; managing contractors and consultants for smaller/less complex projects; assist in developing work plans, schedules, and budgets. The Superintendent will represent the City of Sandy on regional cooperative utility committees. This position will supervise and manage employees.

The Public Works Superintendent provides critical operational support and advice to the Public Works Director, departmental staff, project engineers and consultants. The position assists with the planning, organizing, and management of public works activities including the city roadway systems, water treatment and distribution, wastewater collection and treatment, sidewalk, bike and pathways, stormwater drainage system, and related infrastructure.

The position is responsible for managing assigned public works projects and programs including but not limited to utility operations and maintenance programs for the city's public infrastructure; evaluating and assisting in selection of employees or consultants; preparing reports; reviewing private development plans for compliance with development regulations; reviewing expenditures; conducting public outreach and involvement with the community; developing budgets; and complying with local, regional, state, and federal regulations and agencies. The position requires use of independent judgment to resolve complex problems in a variety of situations and work environments. The Superintendent must have the ability to deliver timely and thorough results within set forth guidelines. Supervises assigned staff; and responds daily to customer services and response inquiries.

ESSENTIAL DUTIES:

- 1) Oversees the operation and maintenance of critical city infrastructure including transportation, water, wastewater, storm water, and project management/budget.
- 2) Oversees Departmental asset management program.
- 3) Supervises, assigns work, and evaluates performance of assigned personnel, assists in the selection of new employees, evaluates and disciplines employees according to city policies and procedures. Responsible for staff development.
- 4) Represents the Department to other city departments, elected officials, boards and commissions, and outside agencies.
- 5) Provides construction expertise and respond to complex questions; resolves conflicts and interprets various codes and ordinances; develops and revises standard operating procedures and other materials related to Department services and activities.

- 6) Assists in maintaining existing and establishing new public works design and construction standards, codes, and regulations.
- 7) Guides and provides input to engineering consulting teams in the preparation of plans, specifications and estimates for construction of roads, water distribution and sewer collection systems, traffic control devices, pavement markings and street lighting systems.
- 8) Provides construction observation and inspection services when required to ensure that Department standards are met.
- 9) Participates in the selection of consultants; monitors contracts and services of outside firms to assure compliance with specifications, timelines, and City ordinances and policies.
- 10) Assist in the preparation and monitoring of Departmental budgets; participates in the forecast of funds needed for staffing, equipment, materials, supplies, monitors and approves expenditures; implements adjustments.
- 11) Develops recommendations for maintenance and capital rehabilitation programs.
- 12) Participates in setting direction, goals, objectives, and priorities for the department.
- 13) Reviews and monitors proposed changes to federal, state, and local laws to determine their impact on public works policies and practices; prepares, coordinates, and implements responses and recommendations.
- 14) Investigates and responds to citizen complaints relating to construction activities and capital projects; recommends modifications to projects as necessary.
- 15) Performs other related duties as required.
- 16) Establish and maintain positive working relationships with coworkers, community members, and other agency staff.

JOB SPECIFICATIONS:

Mandatory Requirements:

- High School diploma or equivalent, five years of construction experience in sewer, water, streets, and stormwater systems.
- Other combinations of education and work experience can be considered.

Preferred Requirements:

- Associates degree from an accredited school in applicable field.
- Ten years of progressive experience including leadership/supervisory experience in a municipal setting.

Necessary Knowledge, Skills and Abilities:

- Knowledge of modern methods and techniques used in the design, construction, and inspection of public works projects.
- Working knowledge of materials, methods, practices, and equipment used in public works maintenance.
- Knowledge of and ability to interpret City, State, and Federal codes, ordinances, specifications, policies, procedures, and standards.
- Knowledge of management theories and supervisory practices and principles.
- Knowledge of public finance and budgeting, and principles of asset management.

- Knowledge of MUTCD and AASHTO standards.
- Ability to perform cost analysis and budget preparation and administration.
- Ability to communicate effectively, both in writing and orally, including oral presentations.
- Ability to establish and maintain cooperative and effective working relationships with public officials, City staff, community groups, regional organizations, and the general public.
- Ability to understand the City's political environment and sensitivities, and to function effectively within that environment.
- Ability to effectively represent the City in situations which are potentially adversarial or stressful.
- Ability to analyze problems, identify solutions, project consequences of proposed actions, and develop recommendations in support of goals.
- Ability to plan, organize, prioritize, supervise, establish work standards, review performance, and train others.
- Ability to exercise individual initiative and discretion in work, including confidential matters.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to accurately apply laws, codes, regulations, policies, and procedures.
- Ability to manage multiple tasks with attention to detail.
- Ability to interpret, apply and explain codes, rules, regulations, policies, and procedures to non-technical people.
- Ability to recognize occupational hazards and utilize standard safety practices.

Special Requirements/Licenses:

Must be able to pass the city's security clearance standards, including criminal history and reference check. Possession of, or ability to obtain, a valid Oregon driver's license within thirty (30) days and have a satisfactory driving record.

SUPERVISION RECEIVED:

Works under the general direction of the Public Works Director.

SUPERVISORY RESPONSIBILITIES:

Supervises the Public Works operations and maintenance team, delegating tasks as needed. Will assume supervisory responsibilities in the absence of the PW executive team.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Expected to attend meetings and provide presentations outside the normal work schedule, including evenings and weekends.
- Frequently required to sit for long periods of time and must have the hearing and speaking ability to conduct formal presentations.
- Able to reach with hands and arms, use hands to finger, handle, operate objects, tools, or controls and must have sufficient hand eye coordination to operate common business equipment.
- Occasionally required to lift and/or move up to 25 pounds.



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WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting in a well-lit temperature-controlled office environment. Some external noise. Many projects are deadline driven.

TOOLS AND EQUIPMENT USED:

Basic office equipment, including, but not limited to, computer, phone, and copy machine.

Jennifer Coker, PE
Public Works Director

Adopted: 4/24/2022

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.

Ryan Wood

Date: