

TITLE: CITY SUPERINTENDENT

JOB LOCATION: 1308 IRONWOOD STREET

GENERAL STATEMENT

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the administrative needs of the City as they may evolve.

The position shall directly supervise and or assist in the work activities of the city public works employees. Plans and schedules work operations and employee assignments. Must be a self-motivated individual so as to seek out necessary work activities without being instructed. Makes effective recommendations to hire, fire, transfer and discipline all public works employees. Annually evaluates performance of personnel, under incumbent's supervision and makes salary recommendations conforming with budget.

CONTROLS OVER THE WORK

Controls, supervises and participates with the work of all publicworks employees. Receives general instructions, project recommendations and advisement from the City Mayor. The City Council may make recommendations on work that needs to be done and it is the responsibility of the City Superintendent to prioritize these projects

ILLUSTRATED EXAMPLES OF WORK AND RESPONSIBILITIES

- ❖ Plans, schedules and assigns work to individual publicworks employees in all departments: Street, Water, Sewer, Garbage, Airport and Parks. Supervises and checks on progress of maintenance and construction projects. Responsible for the care and maintenance of all City owned buildings and property.
- ❖ Schedules regular maintenance of equipment and orders necessary repairs. Purchases necessary supplies, materials and parts from nearest, competitive suppliers. Approves invoices and notes the charge to the proper department. Submits copies to the clerk's office for payment.
- ❖ Reviews daily work reports of employees to assure proper distribution of time and materials to departments. Responsible for a daily reporting log which establishes activities on a daily basis.

- ❖ Responsible for work compliance with safe work practices and for the maintenance of safe working conditions. Continuously evaluates work performance by spot checking completed work and observing work in progress.
- ❖ Interview process of applicants for employment, making tentative selection subject to approval of the Mayor. Cross trains employees on various assignments to provide employee development and continuity of work during vacation or absences.
- ❖ Approves leaves for short periods of absence and vacations. Reprimands employees as necessary and consults with the Mayor if major disciplinary action is warranted.
- ❖ Receives and investigates public complaints. Schedules and directs minor jobs to correct unsatisfactory conditions or refers request to City Council for appropriate action. Attends City Council meetings on a regular basis.
- ❖ Performs research, designs and plans public works projects such as streets, water and sewer lines. Performs certain administrative functions such as preliminary budget work for the various departments.
- ❖ Responsible for submitting reports to regulatory agencies as required and maintaining daily and monthly records and files including, but not limited to: Six year transportation improvement program and other road reports; Wastewater collection and treatment reports; (Washington State Ecology) Water quality reports, water efficiency and other water required reports; (Washington State Department of Health) and any and all other federal and state reports required for the public works operation of the City.
- ❖ Plan, develop and manage appropriate departmental operating budgets and capital improvement budgets, maintaining budgetary control and accountability for expenditures.
- ❖ Will be responsible for managing responses to after-hours callouts, and respond when his/her services are needed.
- ❖ Must be able to manage City projects that require bidding, working with contractors, engineers and other agencies together or separately at any given time.

## DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

- ❖ Thorough knowledge of the methods, materials, practices, procedures and equipment used in construction, maintenance and repair of all public works facilities.
- ❖ Knowledge of effective supervisory principles and practices.
- ❖ Knowledge of general computer operation.
- ❖ Ability to understand and interpret plans, maps, specifications and effectively carry out written and oral instruction.
- ❖ Ability to plan, assign work, supervise and assist subordinates effectively.
- ❖ Ability to deal courteously with the general public, public officials and other employees.
- ❖ Ability to calmly and rationally make independent judgments in emergency situations.

## DESIRABLE WORK EXPERIENCE AND TRAINING

Considerable experience in manual labor, equipment operation and the maintenance and repair of all types of public works facilities and supervision of public works activities.

## SPECIAL REQUIREMENTS

- ❖ Possession of a valid Washington State Motor Vehicle Operator's License. Have or be able to obtain within six months a CDL (Commercial Drivers Licenses) to a level B with air brakes.
- ❖ Possession of a valid Certified Traffic Flaggers Card or be able to obtain within six months.
- ❖ Possession of a valid First Aid Card or be able to obtain within six months.

NOTE: Additional consideration may be given to those applicants who possess certifications in Washington State Water and or Wastewater.