

## **PUBLIC WORKS SUPERINTENDENT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **JOB OBJECTIVES**

To oversee and manage the maintenance and repair operations for streets, equipment, water, and sewer collection systems within the Public Works Department; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative support to the Director of Public Works.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Director of Public Works.

Exercises direct supervision over maintenance, technical and clerical staff.

### **ESSENTIAL JOB FUNCTIONS**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

1. Oversee and manage the maintenance and repair operations for streets, equipment, water, and sewer collection systems within the Public Works Department.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for maintenance and operations staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Monitor work activities to ensure appropriate utilization of workers and equipment; ensure that work conforms to specifications and is in accordance with City regulations, policies and operating procedures and practices.
6. Oversee and participate in the development and administration of the annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
7. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
8. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
9. Prepare reports and technical information on division operations for City, federal agencies and other organizations.

**CITY OF FOREST GROVE**  
**Public Works Superintendent (Continued)**

10. Provide responsible staff assistance to the Director of Public Works.
11. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works maintenance program development.
12. Respond to and resolve difficult and sensitive citizen inquires and complaints.
13. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

- Operations, services and activities of a public works maintenance program including streets, water and sewer collection systems.
- Methods and techniques used in the operation and maintenance of water distribution, sewer and storm drainage systems.
- Occupational hazards and standard safety precautions.
- Principles and practices of program development and administration.
- Methods and techniques of public works system design and construction.
- Modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.
- Mandated regulations for sewer, water and storm drainage operations.
- Methods and techniques of preparing equipment specifications.
- Basic engineering principles as they relate to streets, water and sewer systems.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

- Oversee and participate in the management of a comprehensive public works maintenance program.
- Oversee, direct and coordinate the work of lower level staff.
- Select, supervise, train and evaluate staff.
- Participate in the development and administration of division goals, objectives and procedures.
- Prepare and administer large program budgets.
- Prepare clear and concise administrative and financial reports.
- Develop, review and approve construction standards, plans and specifications.
- Ensure adherence to established safety rules, regulations and guidelines.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Act quickly and calmly in emergencies.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Respond to requests and inquiries from the general public.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**CITY OF FOREST GROVE**  
**Public Works Superintendent (Continued)**

**Education and Experience Guidelines**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:**

Equivalent to completion of the twelfth grade supplemented by specialized training in engineering, construction or a related field.

**Experience:**

Five years of increasingly responsible experience in public works maintenance or operations, including two years of administrative and supervisory responsibility.

**License or Certificate**

Possession of an appropriate, valid water distribution grade level III certificate.

Possession of an appropriate, valid wastewater collection level III certificate.

Possession of an appropriate, valid back flow inspection certificate.

Possession of an appropriate valid driver's license.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands herein 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 these essential job functions.*

**Environment:** Normal office setting with some travel to attend meetings or conduct site investigations.

**Mobility:** Incumbents require sufficient mobility to work in an office setting and operate office equipment.

**Vision:** Vision sufficient to read small print, computer screens and other printed documents.