***Parowan City***

Job Description

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| **Title:** Public Works Superintendent  **Code:**  |
| **Division:** Administration **Effective Date:**  07/06 |
| **Department:** Public Works **Last Revised:**  |

GENERAL PURPOSE

Performs as a **working supervisor** in duties related to planning, organizing, coordinating, controlling, and directing all phases of city-wide public works operations, including water, sewer, pressurized irrigation, building, streets, parks, cemetery, etc.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Manager or City Mayor.

SUPERVISION EXERCISED

Provides close to general supervision to Utility Maintenance Operator(s) II and I and Parks Maintenance Worker(s) II and I.

ESSENTIAL FUNCTIONS

Determines work priorities and delegates assignments to subordinate personnel. Develops guidelines and deadlines, initiates studies; supervises staff. Provides quality assurance review of work in progress. Monitors and administers consultant service contracts. Allocates equipment and vehicles.

Plans, organizes, directs and coordinates daily operations including all aspects of the culinary water system, water purification, water distribution, irrigation, street construction and maintenance, fleet maintenance, storm sewer, parks, flood channel, cemetery, etc.

Directs projects and participates in the construction and maintenance of city streets, water, sewer, parks, and related public works infrastructure as needed. Operates specialized heavy equipment such as a single & tandem axle dump trucks, graders, front-end loaders, backhoes, sweepers, snow plow and other similar equipment in the construction, maintenance and repair of various department projects and sites.

Monitors departmental safety practices and procedures as department safety coordinator. Conducts departmental safety training to assure compliance with OSHA, UOSHA, and city safety regulations.

Reviews and approves site plans and request for services. Oversees and inspects contractors work, and assures that it complies with city ordinances and standards.

Serves as advisor and liaison to city council, committees, and boards as needed to inform and apprise on public works issues. Provides technical insight and recommendations related to determining public works policies, goals and objectives. Receives directives, formulates implementation options and strategies, converts strategies to action plans with timetables and deadlines.

Participates in public meetings and hearings as needed to solicit public response and apprise of policy and project options. Educates the public through media, reports, public meetings and presentations.

Develops, organizes and facilitates comprehensive capital improvement program. Allocates departmental resources to research, evaluation, analysis and implementation of project phases. Participates with and cooperates in interagency, intergovernmental and private enterprise programs and projects which enhance the quality of life for city residents.

Meets with public, developers, entrepreneurs, and contractors. Discusses capital improvement and public works issues. Interprets information in city ordinances pertaining to department responsibilities.

Assists in the preparation and development of departmental budgets and monitors fiscal controls to assure conformity with established financial constraints. Gives final authorizations for major purchases and financial commitments.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
2. Graduation from high school;

**AND**

1. Ten (10) years of experience in a comprehensive public works program; experience in the administration and management of materials and personnel necessary for the development and maintenance of public works systems; two (2) years of which must have been in a supervisory capacity;

**OR**

1. An equivalent combination of education and experience.
2. Knowledge, Skills, and Abilities:

**Thorough knowledge of** general civil engineering principles and practices. Legal environment associated with public works projects, construction and maintenance. Modern methods, principles and practices of sewer, road and street construction and maintenance and the collection and delivery of culinary water and waste water. Equipment and materials used in construction and maintenance operations. Current codes, standards, safety practices and principles involved in public works; principles of fiscal management and employee supervision.

**Ability to** plan, coordinate, direct and supervise personnel. Interpret laws, ordinances and regulations common to public works operations. Keep operating records and prepare reports. Establish and maintain effective working relationships with employees, other agencies and the public.

1. Special Qualifications:

Must possess a valid Utah Class B Commercial Driver’s License (CDL). Level II and DRC in water and small lagoons. Certification as Backflow Technician.

1. Work Environment

Tasks require a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Daily exposure to weather extremes and seasonal conditions. Common eye, hand, finger dexterity exists. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking. Daily local ravel required in normal course of job performance. Periodic travel required in normal course of job performance.

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DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements or knowledge, skills & abilities.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have reviewed the job description. Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.