**DISCLAIMER**

**This job description is provided for general informational purposes, may not apply to your city's specific situation and should not be considered a comprehensive description of the job position. It should be used for comparative purposes only. The job description should be tailored to reflect the actual qualifications and job duties relevant for this position in the context of your city. You should consult with a human resources professional and your city attorney before taking any action based on this job description.**

**Population: 5,000 – 9,999**

**PUBLIC WORKS SUPERINTENDENT**

**DEPARTMENT:** Public Works

**JOB SUMMARY:** This position is responsible for coordinating and directing all public works and animal control functions and activities for the city.

**MAJOR DUTIES:**

* Manages, supervises, and directs the daily operation of Public Works including Park & Cemetery Maintenance, Street Maintenance and Stormwater, including the work of personnel involved in the maintenance of cemeteries and rights-of-way, construction and maintenance of streets, sidewalks, and drainage systems, and animal control.
* Oversees solid waste and landscaping contract services.
* Assists the City Manager in various administrative and oversight tasks involving public works projects, including the monitoring of jobs in progress and the quality of work performed by contractors.
* Receives and reviews work orders and service requests from the City Manager and city officials, as well as from the general public.
* Hires and disciplines personnel; recommends terminations; writes performance evaluations.
* Oversees workers involved in the maintenance of city parks and cemeteries and drainage system replacement and improvement.
* Supervises mowing, trash disposal, weeding, planting, and trimming of trees and shrubs.
* Maintains contacts with various city, county, state and federal officials in order to secure funding and other resources essential to the operation and betterment of the city’s public works programs.
* Prepares and administers the annual department budget.
* Develops and administers the city’s road maintenance and resurfacing schedules.
* Develops work schedules and assigns duties.
* Orders supplies and equipment for the department; oversees inventory control.
* Maintains various reports on department activities.
* Maintains employee time and attendance records.
* Supervises community service workers assigned to the department.
* Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

* Knowledge of the techniques, equipment, and procedures used in maintenance of streets, park, cemetery, sidewalk, animal control, and stormwater.
* Knowledge of municipal solid waste and recycling operations.
* Knowledge of relevant laws and city ordinances.
* Knowledge of city and department policies and procedures.
* Knowledge of the geography of the city, including street names and locations.
* Skill in management and supervision.
* Skill in the operation and maintenance of a variety of equipment and vehicles.
* Skill in directing, organizing, and supervising work.
* Skill in oral and written communication and interpersonal relations.

**SUPERVISORY CONTROLS:** The City Manager assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include city and department policies and procedures, safety regulations, operation manuals, relevant state laws, safety regulations, and traffic laws. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of varied technical and managerial duties. Frequent contact with the public, contractors, state Department of Transportation officials, and utility personnel contributes to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to manage the operation of the department. Successful performance helps ensure the safety and attractiveness of city streets and cemeteries and a positive image for the city.

Public Works Superintendent, Public Works

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**PERSONAL CONTACTS:** Contacts are typically with co-workers, other city employees, elected officials, contractors, state DOT officials, utility personnel, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give and exchange information, motivate personnel, provide services, and resolve problems.

**PHYSICAL DEMANDS:** The work is typically performed while intermittently standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, and must distinguish between shades of color.

**WORK ENVIRONMENT:** The work is performed both in an office and outdoors. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, and inclement weather. The work may require the use of protective devices such as masks, goggles, or gloves.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision Street Supervisor , Equipment Operator III/Crew Leader, Equipment Operator II , Equipment Operator I , and Street Maintenance Worker .

**MINIMUM QUALIFICATIONS:**

Knowledge and level of competency commonly associated with the completion of specialized training in the occupational field, in addition to basic skills typically associated with a high school education.

Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the department in order to direct and coordinate work within the department, usually interpreted to require three to five years of related experience.

Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.