

**City of Pendleton**

**Job Description**

**Public Works Superintendent**

|  |  |
| --- | --- |
| **Department**:  Public Works | **FLSA**:  Exempt |
| **Reports to**:  Public Works Director | **Representation**:  None - Supervisor |
| **Pay Range**:  Supervisory/Confidential Scale, Range 6 | **Date**:  April 2020 |

**GENERAL POSITION SUMMARY:** *(Briefly describe why this position exists.)*

Performs a variety of supervisory, administrative, skilled, technical, and maintenance work in the planning, construction, operation, repair, maintenance, and replacement of City water, sewer, street, and storm drainage facilities and systems. Coordinates all work with other supervisors and utilities/agencies

**DUTIES AND RESPONSIBILITIES:**

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(List those tasks that must be done to accomplish the job purpose. In order of importance or time spent on the task, please describe the various duties of the job which are critical to the successful performance of the job* ***or*** *occupy more than 5% of the time. Start each sentence with an action verb. Group tasks which require similar skills/knowledge together. Think in terms of WHAT needs done, not HOW it is done. Avoid describing procedures. Describe in such a way as to be clear to someone outside the profession.)*

1. Construction Management: Plans, schedules and implements construction, maintenance, and operation and construction activities designed to provide quality water, sewer, street and drainage service for the city; oversees construction and maintenance work to determine acceptability and conformance to standards. Provides operations guidance for construction of City projects. Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of streets, water systems, sewer collection, and storm drainage systems and other department facilities.
2. Supervision: Trains, supervises and disciplines employees performing the duties of maintenance, construction and repair of water, sewer, street and storm drainage facilities. Supervises, instructs and assists assigned crews in installing new water and sewer lines, installing and relocating fire hydrants and meters, and maintaining the existing water supply, distribution, and sewer collection systems.
3. Operational Management: Insures that all necessary materials, supplies, and equipment are available by overseeing the maintenance of an inventory of parts and materials and obtaining necessary parts, tools, and supplies. Oversees vehicle/equipment repair, maintenance and acquisition. Oversees the requisition of needed supplies for the department and maintains a variety of records relating to personnel, equipment, and supplies. Insures the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools prior to and after use. Provides recommendations regarding fleet equipment purchases and requisitions all supplies and materials needed for effective department operation.
4. Communication: Advises Supervisor, Attorney, Engineer and other city officials in matters relating to department activities; provides information to various civic, school and public groups and individuals regarding street, sewer and drainage problems, and services.
5. Locates: Assists with requests for location of gas, telephone, power, television, water and sewer lines from the appropriate sources (One Call Center) prior to excavation and informs crew of such locations.
6. Customer Service: Responds to complaints, as necessary, including water leaks, water pressure loss, no water, sewer blockages and street problems; evaluates situation, determines if liability lies with the city or the property owner; explains findings to property owners and notifies appropriate water, sewer, and street crew if necessary. Assists with contacting residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.
7. Safety: Oversees the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.
8. Analyzes and projects the needs of the City for equipment, roads, sidewalk, and materials for completion of the same.
9. Regular and predictable attendance to interact with employees and managers, attend meetings and training, serve customers, etc.
10. Other duties as assigned by the Public Works Director.

**IMPORTANT FUNCTIONS:** *(List those tasks or duties that may be assigned, but are not essential to fulfill the job purpose; any ancillary job tasks, or those that take less than 5% of the time. All jobs have non-essential functions.)*

1. Operates a variety of power construction and maintenance equipment used in the water, sewer, and street departments.
2. Attends meetings, conferences, seminars and training as required.
3. Participates on boards or committees as assigned.
4. Assists with department budget preparation or other special projects.
5. Other duties as assigned.

**DISTINGUISHING CHARACTERISTICS:** *(If the position is in a series, describe what separates this job from the others in the series.)*

This position is distinguished from the Public Works Director position by the absence of ultimate responsibility for the development of plans, policies and budget of the department. Implementation responsibilities may be delegated, but outcomes remain the responsibility of the Director. While this position is over a large division of the Public Works Department, other managers have responsibility for the Water and Wastewater Divisions.

**JOB SPECIFICATIONS:**

1**. Education & Experience** *(Education and experience requirements are minimum standards.)*

1. High School Diploma (or GED) is required.

b) Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities.

Less than 12 months

1 – 3 years

3 – 5 years

5 – 8 years

Other

Describe experience: Seven (7) years of experience relating to the construction, repair and maintenance of water, sewer, street, or storm drainage systems including the operation of related maintenance equipment.

c) Any satisfactory equivalent combination of education and experience.

2. **Necessary Knowledge, Skills and Abilities:** *(Note any specific knowledge, skills or abilities needed for this position.)*

1. Knowledge of equipment, facilities, materials, methods and procedures used in public water supply and distribution systems, sewer collection systems, storm drainage systems, and street systems.
2. Knowledge of pipe installation, connection and repair.
3. Knowledge of road construction and maintenance.
4. Knowledge of City policies, procedures, regulations, and codes related to area of responsibility.
5. Knowledge of safety standards, practices and procedures applicable to area of assignment.
6. Skill in operation of the listed tools and equipment.
7. Ability to use information technology software and hardware for work orders, time reporting, data collecting, inventory, procurement, and other applications related to operation and maintenance activities for the department.
8. Knowledge of data entry and word processing.
9. Ability to guide, direct, coach, motivate and discipline employees.
10. Ability to operate and maintain various equipment used in Public Works projects and repair such as backhoe, dump trucks and sewer cleaners.
11. Ability to organize and supervise the activities of various crews performing construction and maintenance work.
12. Ability to communicate effectively, verbally and in writing, in English.
13. Ability to respond to emergencies on a 24-hour basis.
14. Ability to work independently in the absence of direct supervision.
15. Ability to maintain regular and predictable attendance to serve customers/interact with co-workers/supervisor/patrons/clients, etc., attend meetings, training, etc., or other face-to-face job requirements.
16. Ability to establish and maintain positive and effective working relationships with employees, other departments and the public.
17. Ability to provide positive and effective customer service to all citizens, rate-payers, vendors, and employees.
18. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
19. Ability to work efficiently and perform the essential functions of the job.

3. **Special Requirements:**

1. Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. Must be able to pass the department’s security clearance standards including review of criminal history and driving record
3. Must possess at time of hire or transfer, or obtain within one (1) year, an Oregon Class A commercial driver’s license (CDL) and have a satisfactory driving record.
4. Must possess at time of hire, or obtain within one (1) year, qualifications to operate a forklift.

4. **Tools and Equipment Used:** *(List specialized tools or equipment needed to perform tasks.)*

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software: *(Choose all that apply)*

MS based word-processing, spreadsheet, and/or data base programs

Outlook or other email communication.

Internet and/or social media

Presentation or desktop publishing software

Specialized or custom software

1. Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, jet truck/water truck, sanding truck, street roller, backhoe, manlift, tamper, sanders, generators, trencher.
2. Vehicle - Pickup and trailer
3. Variety of hand tools as well as power tools such as drills, saws, etc and various electronic test instruments used in performing maintenance and repair tasks.

5. **Supervision:**

1. This position supervises other staff. Positions supervised include: mechanic, purchasing agent, utility workers and temporary employees of the Streets and Construction & Repair and Wastewater Collections divisions of the Public Works Department. May provide supervisory oversight and direction to crew of other Public Works divisions as the need arises on a specific job, or in the absence of their direct supervisor. May also supervise the work of outside contractors.
2. This position does provide lead worker direction for outside contractors.
3. This position reports to Public Work Director. Supervision received is: *(Choose one)*

Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

General. Work is assigned more generally with the employee having some autonomy to determine the order or manner in which the work is completed. Policies and procedures exist.

Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

6. **Communications**:

1. Communications are: *(Choose one)*

Primarily with other City staff, vendors and/or customers.

Regularly includes others outside the organization (not customers), such as contractors, attorneys, agents, or business partners.

Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be: *(Check any that apply.)*

Complex

Controversial

Confidential

Have significant impact (affect City services or reputation, or have legal or financial consequences)

**7.** **Cognitive Functions**: *Check the one that most closely aligns to position:*

Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

1. **Problem Solving:** *(Indicate the nature of problems regularly encountered by this position. Check only one box.)*

Most situations are resolved using standard procedures and established guidelines.

Situations are somewhat varied; requires application of specific technical skills and expertise.

Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

9. **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.)*

1. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
2. The employee frequently is required to stand and talk and hear.
3. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl and smell.
4. Work is performed both indoors in a typical office setting, and outdoors on various work locations within the City.
5. The employee occasionally works in outside weather conditions.
6. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration.
7. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
8. The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.
9. Strenuous physical exertion may be required.
10. Strength Rating (see attached definitions) is: Medium .
11. Hazards include: *(Check all that apply and include the percentage of time exposed to the listed hazard.)*

Office environment/no specific or unusual physical or environmental demands.

Work on and around heavy construction equipment:  **10%**

Exposure to toxic elements/hazardous chemicals:  **5%**

Work at heights in excess of 20 feet:  **1%**

More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.):  **10%**

Exposure to weather or temperature extremes:  **50%**

Isolation  **0-95%**

Exposure to light or noise extremes:  **50%**

Regular travel outside the City:  **5%**

Risk of injury **while lifiting-5%; operating power tools-5%**

Significant physical exertion required to **move heavy objects-1%; shovel-2%**

Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

l) General hours of work are 8:00 a.m. – 4:30 p.m. Monday – Friday. Variations include: *(Check all that apply.)*

Frequent or regular overtime

Subject to emergency call out

Split or night shift

10. **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

Not applicable  Input  Prepare  Forecast  Monitor  Approve

1. This position has resource accountability for the following level of purchasing: *(Choose one)*

Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high level equipment/assets.

Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification 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.*

Drafted: November 2001

Adopted: November 2001

Revised: April 2020

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Employee Acknowledgement/Date Supervisor Approval/Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.