

# CITY OF ORTING

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## JOB DESCRIPTION

Job Title: Public Works Superintendent

Department: Public Works

Reports to: Public Works Director

Posting Date: 12/1/2023

Hourly Wage Range:

Closing Date:

### SUMMARY DESCRIPTION:

This is a full-time, Fair Labor Standards Act exempt supervisory position which reports to the Public Works Director. A typical work week is Monday to Friday, 7:30 AM to 4:00 PM, with periodic callouts on weekends and evenings based on operational needs and emergencies.

Under the general supervision of the Public Works Director, the Public Works Superintendent supervises, coordinates, and assigns work to the public works operations staff and oversees the routine maintenance and construction of public works improvements for the City. Additionally, the successful candidate will display a keen understanding of environmental stewardship, regulatory compliance, project management, emergency response, and training and development. The Public Works Superintendent will assist the Public Works Director in innovating, evaluating, planning, and directing the needs of the City on public works programs.

### REPRESENTATIVE DUTIES

*Duties may include, but are not limited to the following:*

1. Models City of Orting values of Initiative, Teamwork, and Integrity
2. Helps plan, coordinate, and lead response to public works emergencies including severe weather events, natural disasters, and infrastructure failures
3. Serves as liaison between public works department and community, addressing concerns, attending community meetings, and providing information about department activities.
4. Seeks process innovation, explores and implements new technologies and tools to improve department operations
5. Stays current on safety regulations
6. Prepares and reviews monthly reports for Wastewater and Water systems
7. Stays current with local, state, and federal regulations related to public works operations and ensures compliance with all relevant requirements
8. Strategizes most effective resource allocation to meet long-term organizational goals.
9. Assists in development and maintenance of standard operating procedures and special instructions
10. Contributes to cyclical preventive and responsive maintenance and strategic planning
11. Ensures effective performance management of reporting staff
12. Schedules, coordinates, assigns and prioritizes work of public works operations staff and assets.
13. Provides supervision and training of field crews performing Public Works operations.
14. Monitors, maintains city facilities, including, but not limited to: buildings, parks, streets, water, sewer, stormwater, infrastructure, and cemetery

15. Evaluates the work of reporting staff via coaching and reviews. Recommends performance management techniques to the Public Works Director
16. Assists Public Works Director in annual budgeting process by identifying personnel and assets necessary for successful completion of operations and maintenance responsibilities for the year
17. Creates disciplined outcomes post-safety, policy, and conduct violations, including verbal counsel.
18. Resolves citizen complaints via follow-up investigation and research regarding public works' functions.
19. Updates and prepares orders for restocking Public Works inventory
20. Reviews construction plans and locates city infrastructure prior to construction
21. Oversees fieldwork, performs other duties as assigned; documents time, material, and completed work.

## **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully the perform the assigned duties:

### ***Knowledge of:***

- Wastewater and water treatment processes
- NPDES permit limits for water and wastewater
- Planning, organizing, directing, and coordinating subordinate effort.
- Establishing and maintaining effective working relationships with all stakeholders
- Gauging project progress and adjusting to meet deadlines or adapt to emerging conditions
- Microsoft Word and Excel

### ***Ability to:***

- Lead process changes
- Operate city water and wastewater systems
- Read and interpret engineering drawings and maps
- Communicate effectively orally and in writing, individually and to groups
- Operate all light and heavy equipment used by the City

### ***Education and Experience Guidelines***

- Any combination of education and experience that would reasonably provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities includes:

### **Education/Experience**

- *Preferred:* Two (2)- or Four (4)- year college degree in Public Administration, Operations Management, Civil Engineering, Construction Management, Environmental Engineering, Business Administration, Construction Technology, Surveying and Geomatics, or Facilities or Infrastructure Management; or equivalent experience.
- *Required:* High school diploma or equivalent
- *Required:* Eight (8) years of increasingly responsible field work experience in a public works, operations, or facilities management setting

- *Required:* Two (2) years of supervisory work experience in a public works, operations, or facilities management setting.

#### License or Certificate

- Valid Washington State driver's license
- Minimum of WTPO I license
- Washington State Department of Ecology Wastewater Treatment Plant Operator Group III license
- Commercial Driver's License Endorsement (preferred)
- Confined Space Entry Certificate (preferred)
- Collections License (preferred)

#### Physical Demands and Working Environment

The conditions 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 the essential job functions.

#### Environment

Work is performed indoors and outdoors. The Public Works Superintendent may be exposed to hazards, including dampness, direct sunlight, communicable disease, dust, pollen, epoxy chemicals, machinery or moving parts, abrasive fluids and chemicals, pesticides, insecticides, paints, cleaning agents or similar solutions, insect stings or bites, elevated noise, noxious odors and fumes, and smoke. Hazard areas are routinely encountered, including open pipeline ditches, confined spaces, heights, pressurized water mains, traffic, and specialized equipment. Protective clothing is required for some job requirements, including steel-toed boots, rubber boots, rubber or plastic gloves, safety equipment, safety glasses or goggles, ear protection devices, hard hats, and other specialized protective equipment.

#### Physical

Sufficient physical ability to lift and carry; thirty (30) pounds often, fifty (50) pounds occasionally and ninety (90) pounds rarely. Bending, stooping, kneeling, and crawling; walking and standing for prolonged periods of time; operating motorized equipment and vehicles. Must have the ability to perform heavy manual labor: shoveling digging, lifting, pushing, pulling, and dragging. Work in confined spaces.

#### Vision

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents, and to operate equipment.

#### Hearing

Hear in the normal audio range with or without correction.

#### Reasonable Accommodations

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.