



## **PUBLIC WORKS SUPERINTENDENT**

**Town of Clifton Forge**

**Public Works Department**

**FLSA Status: NON-Exempt**

### **JOB SUMMARY**

Under the direct supervision of the Public Works Director, the Public Works Superintendent will perform managerial and administrative work in planning, coordinating and implementing the operations and activities associated with public works functions for the Town.

### **WORK ACTIVITIES**

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals
- Monitors status of work in progress, and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise
- Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures and develops and implements safety training programs; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations
- Consults with Public Works Director to review department operations/activities; review/resolve problems, receive advice/direction and provide recommendations; attends meetings and provides information regarding Public Works issues; provides reports, documentation, and presentations to Town officials and staff members as appropriate.
- Assists in managing and coordinating activities of the public works department, including the following: street repair and maintenance; snow removal; sidewalks, right-of-way maintenance; water and sewer services; construction and billing; cemetery, traffic signs, signals and striping; storm water maintenance; capital improvement projects and other public works activities.
- Manages department finances; provides administrative controls in compliance with local, state and federal rules and regulations; assists in developing and implementing departmental budget, including operating, maintenance and capital improvements; monitors expenditures and revenues to ensure compliance with approved budget; coordinates with staff members regarding division budgets; provides guidance and direction on budget process, fund allocation, invoice coding, etc.; writes specifications



- for the purchase of new equipment, materials, supplies and contractual services; reviews and approves invoices; maintains related documentation
- Assists in developing and implementing long and short term plans, goals and objectives for the department and for the Town; develops long and short term plans for Public Works staff development; plans for Town's ability to provide essential services, such as streets, right-of-ways, buildings and grounds, water and sewer and storm water services, etc.
  - Oversees the administration of human resources for the department; manages personnel, policies, and procedures; advises supervisors regarding human resources practices and issues; recommends and enforces personnel policies and professional development planning; manages personnel data entry and records maintenance; resolves and recommends solutions to sensitive human resources issues, such as coaching, counseling and disciplinary actions.
  - Assists in developing and implementing policies and procedures for effective operations and maintenance; issues written and oral directives; reviews progress and directs revisions or modifications.
  - Manages department public relations; facilitates meetings with other department heads, Public Works employees and the public; manages interdepartmental and public events and/or initiatives; provide updates to website; meets with citizens to answer questions; responds to public complaints, questions and/or problems; investigates complaints and problems with divisional supervisors.
  - Oversees workplace safety and health requirements for department; develops and implements safety mission, vision and values, strategic safety plans, safety programs and emergency preparedness programs; ensures compliance with local, state and federal safety rules and regulations and policies and procedures, including Town, Occupational Safety and Health Administration (OSHA), Federal Emergency Management Agency (FEMA), Department of Transportation (DOT), Environmental Protection Agency (EPA), Department of Environmental Quality (DEQ) and other agencies; processes incident reports and hazard investigations; ensures availability of funding, materials, training and other resources for safety programs; periodically inspects work sites to ensure compliance; manages safety data entry and records.
  - Researches and compiles various statistical, demographic, or administrative data; makes calculations, analyzes data, interprets data, and identifies trends; prepares reports, charts, and recommendations to assist Town officials in making informed public works decisions to improve Town development and services; provides demographic information to outside agencies and the public as requested.
  - Prepares, types, proofreads, and/or completes various forms, reports, correspondence, purchase requests, pay estimates, equipment specifications, budget documents, progress reports, capital improvement plans, lists, directories, logs, notices, charts, graphs, spreadsheets, or other documents.



- Receives various forms, reports, finance reports, invoices, employee performance, correspondence, drafts, policies, procedures, manuals, handbooks, directories, reference materials, or other documentation reviews, completes proofreads, processes, forwards, or retains as appropriate.
- Communicates with Director, Town Manager, other department heads, Town employees, and the public, outside businesses and agencies as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.
- Attends various meetings, serves on committees, and makes presentations or speeches as needed.
- Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new products, methods, trends and advances in the profession; maintains an awareness of issues and methods; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions to include the use of word processing, spreadsheet, database, or other system software.
- Performs other duties as required

### **JOB CONTEXT**

The Public Works Superintendent will perform tasks that require the ability to exert moderate physical effort in sedentary to moderately heavy work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate to moderately heavy weight (up to 100 pounds). Tasks may involve extended periods of time at a keyboard or work station. The typical work schedule is Monday - Friday 7:00 a.m. to 3:30 p.m. with an hour break for lunch. Unscheduled overtime may be mandated as circumstances and workload dictates. Essential functions are regularly performed without exposure to adverse environmental conditions.

### **WORK PERFORMANCE**

The Public Works Superintendent is required to follow departmental expectations and adhere to all rules, regulations, policies and procedures in the Town of Clifton Forge Personnel Handbook. Work performance is reviewed to ensure the Public Works Superintendent demonstrates a strong understanding of all that the job requires.



## **JOB REQUIREMENTS**

### **EDUCATION**

Coursework in Business Administration, Public Administration or related field; supplemented by five (5) years of progressively responsible management experience in public works or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **LICENSES AND CERTIFICATIONS**

- Valid Virginia Driver's License and the ability to meet and maintain Town insurability requirements Commercial driver's license (CDL) preferred.
- May be required to obtain and maintain other certifications and licenses as deemed necessary

### **KNOWLEDGE, SKILL AND ABILITIES**

#### **Knowledge of:**

- Knowledge of civil engineering principles and practices as applied to public works utilities and streets
- Techniques for reviewing designs, plans, specifications, estimates, reports, and recommendations related to public works projects

#### **After hire, the Superintendent must:**

- Have knowledge of Town Code, policies and procedures.
- Become certified in FEMA ICS-100.PWB, ICS-700.a, ICS-200.b (2-years)
- Obtain required licensures, certifications or professional development specific to PW

#### **Ability to:**

- Synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions.
- Function in a director capacity in their absence
- Operate, and/or control the actions of equipment, machinery tools, and/or materials requiring complex and/or rapid adjustments
- Utilize a wide variety of reference, descriptive, descriptive and/or design data and information as applicable
- Perform additions, subtraction, multiplication and division with the ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations



- Apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems
- Exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs
- Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals.
- Some tasks require the ability to communicate orally

#### **TOOLS AND EQUIPMENT**

- Automobile/Passenger truck/tractor/dump truck/snow plow/spreader, etc.
- Cell phone
- Desktop computer/laptop
- Microsoft Office and various software applications
- Various office equipment

#### **SAFETY**

The employee shall adhere to Town of Clifton Forge policies regarding safety precautions and the use of safety equipment that is necessary for the health and safety of all employees and citizens. If a safety concern arises, the employee must stop any life-threatening problem immediately and in other cases immediately inform the employee's supervisor.

#### **DISCLAIMERS**

##### **The job description is:**

- Intended to describe the general nature and level of work being performed by employees assigned to this job title. It is not intended to be construed as an exhaustive list of all responsibilities, duties, skills and behaviors required of employees in this job title.
- Not an employment agreement or contract. The Town of Clifton Forge has the exclusive right to alter this job description at any time without notice.
- Intended to describe the essential functions of the position that a qualified individual must be able to perform, either with or without reasonable accommodation.

The Town of Clifton Forge is an Equal Opportunity Employer, will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the employer.

05/14/2020