



CITY OF MELISSA, TEXAS – Job Description **Date Updated:** August 16, 2010
Position Title: Public Works Superintendent (Exempt)
Department: Public Works
Reports To: Public Works Director
Salary Range: 7

General Purpose:

The Superintendent is a leadership position that contributes to the successful operation, maintenance and constant improvement of the growing infrastructure of the City of Melissa. The superintendent assists in short and long term planning, budget management and mission quality assurance. Employee morale, education and professional development are an important responsibility of this position. The principal function of an employee in this class is to supervise the City's public works operations, maintenance and repair activities including organizing, directing, controlling, and monitoring the Division's annual work programs. An employee in this class may perform the duties of other employees in the City as required or assigned.

Reporting Relationships:

Supervision received: The Public Works Superintendent works under the direct supervision of the Public Works Director. Manages responsibilities independently with only general direction, ensuring that applicable City ordinances, governing laws, and generally accepted procedures and practices are followed. Performs work requiring a high level of skill, judgment and supervisory responsibility while unsupervised.

Supervision Exercised:

The Public Works Superintendent supervises assigned Public Works maintenance and technical staff.

Examples of Duties:

- Creates, organizes, directs, controls, and monitors annual work programs and routine or emergency repairs for public works functions and assists in the development of the budget, monitors budget expenditures and recommends changes to Director; coordinates with other governmental agencies and contractors on operations and maintenance projects.
- Develops and implements standard procedures for operations and maintenance.
- Schedules, assigns, directs, motivates, monitors, and evaluates the work of operations and maintenance staff; assesses training needs to ensure successful completion of short and long-range projects.
- Trains employees on equipment operation, material installations, and proper procedures. Participates in the employee selection process and effectively recommends hiring; conducts staff and other meetings as necessary; reviews and approves employee time sheets; approve vacations; prepares employee evaluations and effectively recommends salary increases or disciplinary action.
- Gathers data and assembles reports as required. Ability to read blueprints, maps and other associated and similar materials sufficient to determine the scope of required work and ensure compliance with design objectives and standards.
- Ability to create and maintain inventory control systems and managing inventory programs.
- Assists the Director by obtaining field data, reviewing any claims, writing specifications for new employment and materials, selecting equipment, and assisting in the preparation of annual and capital improvement budgets; obtains price quotes; monitors the performance of contractors on maintenance or capital improvement projects.
- Maintains good public relations by informing the public of projects on or near their property and listening/responding to complaints or requests.
- Monitors and evaluates infiltration in the wastewater system and records and monitors performance of all systems.

- Assists in locating lines & leaks within the water and wastewater systems.
- Assists in locating water valves and ensures they are open.
- Operates a computer terminal utilizing the SCADA System.
- Monitors disinfection levels in the water system.
- On call duty as required.
- Interacts in a professional and respectful manner with City staff and the public.

Minimum Qualifications

1. Education and Experience
 - a. High School Diploma or GED
 - AND
 - b. Five (5) years of previous experience and/or training with at least one year of supervisory experience.
 - OR
 - c. Any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.
2. Valid Texas Class C Driver's License
3. Class "B" Wastewater (preferred) and "C" Ground water licensing (TCEQ) – Certifications are desirable upon hire or may be obtained in a reasonable time after hire.

Required Knowledge, Skills, and Abilities

Knowledge of: procedures, materials, safety procedures, and equipment involved in the installation, repair, operation and maintenance of department infrastructure and functions. Contents of emergency, routine, and preventative maintenance programs; supervisory principles and practices involving work prioritization and scheduling; coordinating manpower, equipment, and materials; employee motivation, evaluation, and training; employee selection; procedures for purchasing, budgeting, bid preparation, personnel; applicable laws, work safety standards, state and federal regulations governing employees and workplace safety including the use of proper disposal of hazardous, toxic and environmentally sensitive substances or parts.

Skills in: oral and written communication; analyzing a situation, assessing alternative solutions and recommending an effective course of action; and organized, efficient, creative and capable of implementing multiple tasks simultaneously.

Ability to: physically perform the essential functions of the job; manage and lead a diverse work team toward the accomplishment of common goals in a highly collaborative yet stressful environment; work effectively with all other City Departments and outside agencies; obtain a valid Texas State driver's license with required endorsements; obtain OSHA training in Competent Person Requirements for Confined Safety; exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds); utilize sound, depth, and visual perception and discrimination and oral communication; sustain exposure to extreme cold/heat or extreme weather conditions, strong odors and/or smoke, dust, pollen, traffic hazards.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent in this position. Incumbent may not be required to perform all duties in this description and may be required to perform position-related tasks other than those specifically listed in this description.