CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Public Works Superintendent - Maintenance** **E-PLAN SG:E2-13**

DEPARTMENT: **Public Works - Operations** **CS:N FLSA:N EEO4CODE:OA**

JOB SUMMARY:

Responsible for the operation and maintenance of the City's street, stormwater, water distribution, sewage collection systems, and solid waste activities. Works under applicable State, City and industry regulations and policies to ensure a safe, dependable and cost-effective operation of these systems. Ensures all federal, state, and local regulations are met and that departmental policies and procedures are followed to provide safe, dependable and cost-effective operation of the municipal water distribution, stormwater collection, wastewater collection, and public right-of-way systems. Directs supervisors and handles personnel functions for areas of responsibility. Assists in establishing and implementing sound business practices, rates and long-range plans.

SUPERVISORY RELATIONSHIP:

Reports to the Assistant Director of Public Works - Operations. Work is performed under general supervision and the guidance of well-established departmental and City policies and procedures as well as standards of the American Public Works Association (APWA), the American Water Works Association (AWWA), and Water Environment Federation (WEF). Serves as a member of the Public Works management team. Supervises the activities of the Street, Water Distribution, Sewer Collection, and Stormwater supervisors, and solid waste activities.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Supervises and directs the operation and maintenance of the street network, storm drainage, Water Distribution, sewer collection, and waste control systems.

2. Plans annual work schedules and prioritizes projects taking into account the resources of the Department and the Public Works Department's overall progress and goals. Schedules preventative maintenance and emergency repairs.

3. Oversees and directs supervisory staff in planning and implementation of personnel assignments. Provides oversight in determining personnel requirements, specific work management tasks assigned to each individual or shift and provides quality control supervision to ensure satisfactory performance of duties.

4. Recommends physical improvements necessary or desirable to maintain or improve efficient operation of the street network, water distribution, sewage collection, and stormwater systems. Prepares recommendations for the annual capital improvement program.

5. Acts as the City’s Water Distribution Manager by providing overall supervision for the operation and maintenance of the water distribution system.

6. Develops maintenance planning schedules for physical improvements necessary or desirable to maintain or improve efficient operation of the water distribution system.

7. Assists in utility business planning, rates, and billing management.

8. Prepares annual budget for assigned areas of responsibility and operates within fiscal constraints. Prepares recommendations for capital improvement program.

9. Responsible for personnel functions for areas supervised including organization plans, staffing, employee training and professional development, performance appraisals, disciplinary actions and final selection of employees. Supervises consumer and community service activities such as utility locations, complaint investigation and citizen inquiry.

10. Supervises and provides oversight of the City's solid waste program, including collection and disposal contracts. Responsible for the annual budget of the Neighborhood Code Compliance Officer.

11. Represents Department on various internal committees involved in emergency planning and emergency response.

ADDITIONAL WORK PERFORMED:

1. Performs project and committee responsibilities and serves as a member of the Public Works management team and may act in responsible charge of the Operations Division, upon request.

2. Maintains professional and technical knowledge by attending courses, workshops, reviewing professional publications and current market trends.

3. Coordinates and performs consultant selection and liaison activities in support of the Public Works project manager and project management team.

4. Prepares contract proposals, cost estimates and construction specifications for construction contract work in the areas of assigned responsibility.

5. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- The fields of street maintenance, storm drainage, water distribution, and sewer collection systems, including legal, technical and organizational aspects, as well as sources of current knowledge of the field.
- Strong knowledge and ability in fiscal and records management including cost analysis and budget development/analysis and asset management.
- Working knowledge of relevant government and/or community institutions, organizations, procedures and processes.

Skill in:
- Strong management skills including leadership, supervision, problem analysis and decision-making, planning and organizing, interpersonal sensitivity, adaptability/flexibility, stress tolerance and time management.
- Excellent written and oral communications skills for working with a diversity of personnel, public officials and citizens.

Ability to:

- Apply good judgment and problem-solving techniques to make reasoned, timely and consistent decisions on administrative matters and resolve technical problems.
- Maintain a high level of personal and professional integrity and honesty.
- Maintain current knowledge for assigned area and adapt to new technologies, keeping personal and team technical skills up-to-date and using technology to increase productivity.
- Plan, organize and execute programs.
- Lead and respond effectively in emergency, hazardous, or other high stress circumstances.
- Willingness to accept on-call status and be available to respond to on-call circumstances.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Result Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Frequently communicate accurate information and ideas with others;
  - Occasional exposure to outdoor weather conditions;
  - Mobility required for attendance at various meetings and for touring various work sites of Public Works projects throughout the City.

WORKING ENVIRONMENT:

Work is performed in an office environment and in an outdoor field environment with frequent visits to Public Works project work sites throughout the City. The incumbent may be exposed to fumes, airborne particles and unfavorable outside weather conditions. The noise level is usually moderate in the office environment and loud in the field. Incumbent is subject to stress associated with project deadlines, competing requests and demanding internal and external customer service requirements. Business travel is required. This position has minimal to moderate physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor’s degree in civil engineering, management, public administration or closely related field required.
- Minimum of five years demonstrated complex program and project management experience required. Must be in one or more of the task areas related to the assignment (solid waste, street maintenance, storm drainage and sewer collection system maintenance).
- Minimum of three years of supervisory experience required.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal background check.
- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving record abstract prior to hire.
- Must secure the Washington State Water Distribution Manager IV Certificate of Competency within one year of hire and maintain for duration of employment. Comparable certifications obtained in other states will be evaluated on a case-by-case basis.

PREPARED BY: K. Thomas
2/84
Asst. Director,

REVIEWED BY: _____
Eric Johnston

Public Works/Operations

REVISED BY: S. Mahaffey
8/86
K. Thomas
C. Sellin
11/91
L. McGowan-Smith
2/02
J. Thistle, L. McGowan-Smith
6/06
E. Johnston, A. Beatty
1/13
M. Olinger, E. Johnston
A. Beatty
A. Sullivan
5/14

REVIEWED BY: _____
Ted Carlson, Director
Public Works