

# City of Cordova, Alabama

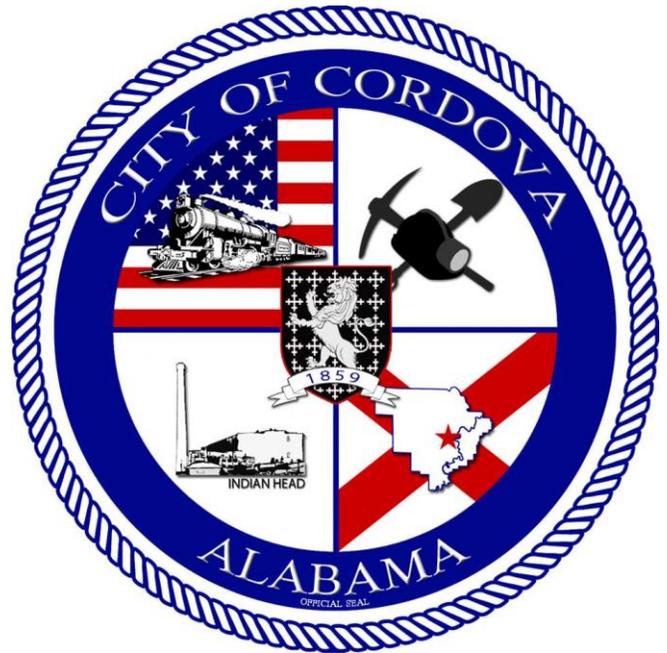
## Public Works Superintendent

### Classification

Department Supervisor

### Reports to

Mayor



## JOB DESCRIPTION

### Summary/Objective

The public works superintendent performs complex supervisory, administrative and professional work in planning, organizing, directing and supervising the public works department, including environmental, street, sanitation, sewer, traffic control, lights and other public works projects and programs.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Determine work procedures, prepare work schedules and expedite workflow.
2. Issue written and verbal instructions.
3. Assign duties and examine work for exactness, neatness and conformance to policies and procedures.
4. Study and standardize department policies and procedures to improve efficiency and effectiveness of operations.
5. Maintain harmony among workers and resolve grievances.
6. Adjust errors and complaints.
7. Administer budget in assigned area of responsibility.
8. Plan, organize, coordinate, supervise and evaluate programs, plans, services, staffing, equipment and infrastructure of the public works department.

9. Evaluate public works needs and formulate short and long range plans to meet needs in all areas of responsibility, such as transportation, street, sewer, light and park maintenance.
10. Oversee the development and update of the plans for the municipal infrastructure.
11. Determine applicable codes, regulations and requirements for assigned projects.
12. Oversee the maintenance of infrastructure and other records.
13. Respond to public and other inquiries relative to department policies and procedures.
14. Evaluate issues and options regarding municipal public works and make recommendations.
15. Monitor inter-governmental actions affecting public works.
16. Supervise collection of residential and commercial waste within the city.
17. Maintain city parks.
18. Assist in the training of city personnel in public works systems and techniques.
19. Supervise employees on a day-to-day basis on specific projects.

### **Competencies**

- Problem Solving/Analysis.
- Customer/Client Focus.
- Project Management.
- Communication proficiency.

### **Supervisory Responsibility**

Exercises supervision over department personnel.

### **Work Environment**

Work is primarily performed outdoors. Minimal administration work will be required indoors. Superintendent is expected to work alongside team on any and all projects.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risks of electrical shock and vibration.

The noise level in the work environment is usually moderate, but can be loud at times when operating equipment.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands and fingers to handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear and smell.

The employee must occasionally lift and/or move objects up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### **Position Type/Expected Hours of Work**

This is a full-time position. Days and hours of work are Monday through Friday 6:00 a.m. to 3 p.m. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

Travel is primarily locally during the business day, although some out of the area travel and overnight may be expected.

### **Required Education and Experience**

1. Graduation from high school or GED equivalent, four years of previous public works experience, or any equivalent combination of education and experience.

### **Preferred Education and Experience**

1. Municipal construction experience.
2. Facilities Maintenance experience.
3. Tractor/Back Hoe Experience
4. Supervisory Experience

### **Additional Eligibility Qualifications**

1. Valid CDL License.
2. Considerable knowledge of street and storm sewer maintenance and repairs.
3. Considerable knowledge of park maintenance and forestry.
4. Thorough knowledge of applicable city policies, laws and regulations affecting department activities.
5. Skill in operating the tools and equipment needed to perform the job.

### **EEO Statement**

It is the policy of the City of Cordova to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by

federal, state or local law. In addition, The City of Cordova will provide reasonable accommodations for qualified individuals with disabilities.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_