



## POSITION DESCRIPTION

Class Title: **Public Works Operations Superintendent & Project Manager**

Department: Public Works

Union/FLSA: Exempt \$69,426-\$93,786 DOE

### **JOB SUMMARY:**

Under the general direction of the Mayor, and the day-to-day direction of the Public Works Director, plans, organizes, coordinates, directs and evaluates City maintenance and operations activities related to streets, storm/water systems, water distribution systems, electric systems, parks, city facilities and equipment maintenance. Serves as the Project Manager for a wide variety of related city infrastructure projects. May perform general engineering work and technical assistance involved in the design, review and inspections of capital and development engineering and construction projects.

### **SUPERVISION:**

Reports To: Public Works Director

Supervises: All utility maintenance services for the City of Milton, including stormwater, water, electric, streets, parks and facilities.

### **JOB DUTIES/RESPONSIBILITIES:**

#### Essential Functions:

- Provide creative leadership and vision to the division; analyze situations accurately and adopt effective courses of action.
- Establish division goals, objectives and priorities; set goals and performance criteria for sections within the division; monitor and measure attainment of objectives, goals and priorities and implement corrective actions in project phases and objectives for the innovative and prudent management of the division's performance.
- Develop, revise, implement and enforce City and department policies and operating procedures; recommend adjustments in programs, activities, policies and objectives.
- Plan, prepare and control annual and capital improvement budgets; review financial and performance data; present programmatic expenditure requests; prepare and authorize contracts with outside agencies for maintenance of City facilities; evaluate proposals and award contracts in accordance with City policies and procedures.

- Assist with engineering computations, plans, and specifications for public works projects under the supervision of the Public Works Director/ City Engineer.
- Assist with review of development applications, including technical information reports and civil engineering plans for conformance with City Engineering Standards and codes.
- Calculate construction project cost estimates for budgeting purposes and for projects designed by the Public Works Department.
- Conduct research on capital improvement and development project issues.
- Review of development and capital construction project submittals.
- Select, train and assign work to assigned maintenance services personnel; supervise and evaluate the performance of staff; discipline and terminate personnel as necessary in accordance with City policies and procedures.
- Present proposed programs and projects to community groups and public meetings; make presentations to the City Council as necessary; represent the City on committees and boards regarding local and regional issues as required.
- Develop and implement short- and long-range maintenance goals, plans, projects and timelines; establish preventive maintenance programs and procedures; provide technical guidance and training; schedule safety and other training sessions; inspect job sites for safety issues and proper practices.
- Organize, prepare, and maintain accurate reports, records of inspection activities, and as-built drawings; write letters regarding compliance on specific issues, and complete other written reports and records as needed.
- Coordinate the annual survey for maintenance requirements for determining area and City capital outlay projects, priorities and scheduling.

Standard Functions:

- Plan, organize, assign, direct and evaluate the work of City maintenance projects, operations and activities related to streets, storm/water systems, water distribution systems, electric systems, parks, city facilities and equipment maintenance.
- Assist in the planning, permitting and organization of Municipal Codes, standards and capital facilities planning for the City's utilities and other infrastructure.
- Communicate with the public, contractors and government agencies to receive complaints and suggestions, to provide information and explanation regarding City activities and projects to resolve disputes and conflicts as needed; follow up on issues as necessary.
- Respond to emergency and off-hour situations as required, including system failures, floods and snow storms.
- Inspect work in progress and completed projects to assure compliance with applicable codes, contract specifications, standards, work orders and time lines; evaluate construction and maintenance requests to determine feasibility and cost outlay.

- Maintain a variety of records such as preventive maintenance, maintenance and repair records and inventory of equipment; review project engineering reports and make recommendations to the Director.
- Attend and conduct meetings as required; attend trade shows and seminars.
- Perform related duties as assigned.

#### **EDUCATION, EXPERIENCE, AND LICENSE REQUIREMENTS:**

- Any combination equivalent to: bachelor's degree in engineering, construction technology, business or a related field, and five years of management experience in municipal construction and maintenance especially in street, sewer and water areas, including at least two years in a supervisory or management capacity.
- Working knowledge of drafting software, Microsoft Word, Excel and Outlook.
- Required to obtain and maintain a Flagging and Traffic Control Card within 6 months of hire.
- Required to obtain and maintain an Industrial First Aid/CPR Card within 6 months of hire.
- Valid Washington State driver's license.

#### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS:**

- Ability to:
  - Apply and interpret Federal, State, and City codes, standards, and ordinances.
  - Analyze problems, identify alternative solutions, and implement recommendations to resolve problems in the office and the field.
  - Plan, organize, coordinate and supervise City construction and maintenance projects, operations and activities related to streets, storm systems, water distribution systems, electrical system maintenance, parks and city facilities.
  - Assure work projects are completed according to code, specifications and time lines.
  - Train, supervise and evaluate personnel.
  - Build a team environment, under stressful circumstances, with conflicting personalities, while maintaining good communication and clear direction.
  - Prioritize and schedule work.
  - Read, interpret and work from construction drawings.
  - Estimate materials needs and labor costs.
  - Plan, lay out, direct and control a construction and maintenance work program involving diversified activities.
  - Maintain current knowledge of technological advances in the field.
  - Prepare and write formal bid specifications.
  - Manage and coordinate multiple construction projects.
  - Analyze situations accurately and adopt an effective course of action.

- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Maintain records and prepare reports.
- Establish and maintain cooperative and effective working relationships with others.
- Observe legal and defensive driving practices.
- Knowledge of:
  - Asset Management Systems and their functionality in supporting governmental operations.
  - Operations, organization, policies, activities and objectives of municipal public works field functions, including street, water and storm water systems, electric, parks and city facilities.
  - Practices and techniques of fleet, equipment and inventory management.
  - Methods, materials, and equipment used in modern engineering and construction technology.
  - Effective methods of organizing and utilizing field operations, field data and related equipment.
  - Appropriate safety precautions and procedures.
  - Health and safety regulations.
  - Applicable Federal, State, County and City laws, codes and regulations related to municipal public works maintenance and construction operations.
  - City organization, operations, policies and objectives.
  - Principles and practices of administration, supervision and training.
  - City bid preparation and purchasing policies and procedures.
  - Budget preparation and control.
  - Technical aspects of field of specialty.
  - Interpersonal skills using tact, patience and courtesy.
  - Research methods and report writing techniques.
  - Operation of a computer terminal and data entry techniques.
  - Oral and written communication skills.
  - Asset management software applications.

#### **WORK ENVIRONMENT/PHYSICAL DEMANDS:**

Work is performed both indoors and outdoors. Field inspection work can expose the employee to inclement weather and safety hazards such as falling objects, heavy equipment, power tools, noise and vibration, dust and dirt, fumes and odors, uneven or rough terrain. Requires climbing, bending, stooping, kneeling, and crawling. Travel and night meetings may be required.