

# Public Works Superintendent

## CITY OF BOULDER CITY NEVADA

### CLASS TITLE: PUBLIC WORKS SUPERINTENDENT

**BASIC FUNCTION:** Plans, organizes and directs the maintenance and repair activities of the City's public works facilities including streets, parks, public buildings, equipment, water distribution and wastewater systems.

**DISTINGUISHING CHARACTERISTICS:** This class is distinguished by its responsibility for supervising and managing all of the maintenance and repair work performed by all Public Works Department personnel.

### REPRESENTATIVE DUTIES:

**(It is important to note that the duties listed below are representative only and are not intended to cover the full range or scope of duties in this class.)**

1. Plans, organizes and coordinates the work of the Public Works Division Supervisors engaged in the maintenance, construction and repair of streets, public buildings, landscaped areas, water and sewer systems and motorized equipment.
2. Evaluates the effectiveness of preventive maintenance programs for public works facilities and develops new programs as necessary.
3. Plans, coordinates and supervises the work of subordinate public works maintenance and repair personnel.
4. Trains, evaluates and disciplines subordinate personnel as required.
5. Responsible for the preparation of annual budget for maintenance, repair and construction activities and maintains actual expenditures within the allocated limits.
6. Develops and implements procedures and policies for the City's maintenance and repair operations to ensure that services are provided in a timely and efficient manner.
7. Periodically conducts field inspections of City facilities and infrastructure to ensure assets are properly maintained and repaired; identifies deficiencies; and issues work orders to first line supervisors to correct these conditions.
8. Inspects damage to City buildings, equipment, and facilities to determine appropriate repairs and coordinates the repair work.
9. Confers with and keeps the Public Works Director apprised of maintenance, repair and construction plans, programs and activities.

10. Generates a monthly performance report for the Public Works Director detailing division workload and work activities.
11. In the absence of a Public Works Division Supervisor, assigns an acting supervisor or personally serves as the acting supervisor.
12. Is ultimately responsible for all purchases made by maintenance personnel in the Public Works Department.
13. Is ultimately responsible for the inventory of tools and equipment at the Public Works Maintenance yard.
14. Is ultimately responsible for timekeeping for all Public Works maintenance employees.
15. Is ultimately responsible for keeping other important Public Works maintenance records.
16. Serves as the lead Occupational Safety & Health Administration (OSHA) administrator for Public Works. Responsibilities shall include record keeping, inspections, and documenting necessary improvements, and completing modifications to ensure that City facilities, equipment, and tools are safe and in compliance with all OSHA regulations. The Superintendent shall remain current on OSHA regulations and implement new standards in Boulder City.
17. Assume ownership of the training program for all Public Works maintenance employees, including assessing needs, documenting course work, and recommending opportunities, to ensure employees receive proper training to safely and effectively perform their duties.
18. Is ultimately responsible that all Public Works maintenance employees comply with the City's Personnel Policies Manual, the Public Works Policy and Procedure Manual, union contracts, and all Public Works staff directives.
19. Is responsible for the supervision of the Public Works maintenance division supervisors, building maintenance staff, and division secretary, including all aspects thereof such as hiring, training, motivating, evaluating, disciplining, etc.
20. Is ultimately responsible for implementing and enhancing the Public Works Service Request System and ensures service requests are completed in a timely manner.
21. Works closely with GIS staff to develop and maintain GIS mapping of Public Works maintenance facilities.
22. Monitors Work-Out-Of-Class assignments to insure their accuracy and insure all Public Works maintenance employees are fulfilling the duties in their job description.
23. Attends Civil Service meetings when Public Works items are on the agenda.

24. Ensures good communications systems among all Public Works maintenance personnel.

25. Responds to citizen inquiries and complaints.

26. Performs related duties as may be assigned.

### **KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:** Materials, methods and tools used in the maintenance, construction and repair of streets, public buildings, landscaped areas, water and sewer systems and motorized equipment; safe working practices of public works maintenance trades; motorized equipment capabilities, sizes, components and applications; principles of organization, administration, supervision, budget and personnel management; maintenance management systems; and standard office software programs (Microsoft Office) and other software utilized by the City and Public Works Department.

**ABILITY TO:** Work from sketches, blueprints, and written or verbal instructions; prepare time and material estimates on proposed construction and work orders; plan, coordinate, evaluate and direct the work of others; investigate citizen complaints and maintain good public relations; develop and implement safety programs; communicate effectively both orally and in writing; maintain records and prepare reports; and use standard office software programs (Microsoft Office) and other software utilized by the City and Public Works Department.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to:

1. Graduation from high school or the equivalent; and
2. Five years of full time supervisory experience in the maintenance, repair, and construction of Public Works facilities.
3. Formal public works and supervisor training, including certificates and college degrees are highly desirable.

### **LICENSES:**

1. Possession of, or ability to obtain within six (6) months of appointment, a Valid Class B State of Nevada Motor Vehicle Operator's License with tanker endorsement; and
2. Possession of or ability to obtain within twelve (12) months of appointment, forklift certification.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** This class reports to the Public Works Director. Responsibilities include supervision of Public Works Division Maintenance Supervisors, building maintenance staff and contractors engaged in the maintenance, construction and repair of public works facilities, including establishing priorities to meet deadlines

**PHYSICAL EFFORT:** Normal office and maintenance yard environment.

### **CONTACTS:**

- Members of the public
- Co-workers
- Other department personnel

- Other City department staff
- Nevada Department of Forestry
- Union Business Representatives
- Vendors
- Other governmental agencies

WORKING CONDITIONS: Normal office and maintenance yard environment.

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS. THIS POSITION IS AN AT-WILL POSITION

The City of Boulder City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Boulder City encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.