

**CITY OF HOMER
JOB DESCRIPTION AND SPECIFICATIONS**

<u>SUPERINTENDENT</u>			
Department:	Public Works	Sub-Department:	
Reports To:	Public Works Director	Backed Up By:	Lead Equipment Operator
Supervises:	As Assigned	Backs Up:	Director
Pay Range:	20	Classification:	Full-Time Regular
FLSA Status:	Non-Exempt	Updated:	01/06, 07/13

GENERAL FUNCTIONS

Perform complex supervisory, administrative and professional work in planning, organizing, directing, and supervising at the Division level of the Public Works Department.

JOB FUNCTIONS AND MAJOR ACTIVITIES

1. Supervises the operation, maintenance, repair and construction of City public facilities including street and road maintenance, snow removal, Parks and Recreation facilities, City-owned buildings, grounds and equipment. Responsible for equipment maintenance and Motor Pool Operations.
2. Supervises and supports excavation activities associated with the repair and maintenance of underground facilities and improvements.
3. Schedules Maintenance and Operations personnel to specific job assignments. Instructs employees as to the details of the assignment, inspects work in progress and reviews results. Provides recommendations for a safe work environment for all employees.
4. Completes performance evaluations and makes recommendations to Public Works Director in hiring, terminating and promotion of Public Works employees.
5. Responsible for all necessary daily paperwork including monitoring of budgets, preparation of work orders and updating of all maintenance records.
6. Responsible for coordinating, managing, and reporting inventory and maintenance costs on all parts and supplies required for the maintenance and operation of City utilities, buildings, and equipment through a maintenance management software program .
7. Responsible for the preventive maintenance program for all City facilities and equipment. Responsible for completing emergency repairs and maintaining all pertinent records and the documentation of all standard operating procedures.
8. Develops Division policies and procedures to improve efficiency and effectiveness of operations.

9. Creates PW division annual Operating and Maintenance budget and capital outlay recommendations.
10. Acts as safety officer for all assigned employees.
11. Administers an organized and accountable maintenance program via a computerized asset management system.
12. Prepares and administers annual Public Works maintenance contracts.
13. Reviews capital project planning and budgets for City facilities, and road construction under the supervision of the Public Works Director.
14. Performs other duties as assigned by the Director of Public Works.

KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE

Five years experience is required, three of which must exhibit overall responsible charge at the Superintendent's level relative to supervision, budgets and records keeping. Extensive knowledge is required in the operation and maintenance of gravel and paved street maintenance and piped and ditched storm drain improvements. Working knowledge is required in light and heavy equipment repairs, electrical and hydraulic systems, mechanical and electrical repair of buildings, and the use of blue prints, plan and profile drawings and technical construction specifications required. Thorough knowledge of applicable City policies, laws, and regulations affecting the Public Works Department Division desirable. Ability to communicate effectively, verbally, and in writing with employees, consultants, contractors, other governmental agency representatives, City officials and the general public required. High school diploma or GED required with a college or vocational/technical courses appropriate to the position desirable. Basic computer knowledge including but not limited to email, word processing and spreadsheets required. Experience with maintenance management software programs and GIS reader programs desirable. Commercial driver's license desirable.

DECISION MAKING RESPONSIBILITIES

Frequent independent judgment exercised in providing direction for the department's functions such as operation and maintenance of streets and storm drainage systems, motor pool activities, building repairs, and parks operations. Decisions are reviewed by the Department Director. Develops policies and procedures at Division level. Exercises maximum budget/expenditure authority at the Division level. Activities are a major source of potential liability to the City.

SUPERVISORY AUTHORITY

Supervises Head Mechanic, Lead Equipment Operator, Building Maintenance Technician II and coordinates with W/WW Plant Superintendent.

EXTERNAL VISIBILITY/CONTACT

High frequency of contact with key city personnel and the general public when responding to public complaints and customer service requests. High frequency of official contact with government officials and key service personnel in the purchase of parts, supplies, small tools and equipment. Low frequency of attendance or presentations required at public meetings.

WORKING CONDITIONS

Moderate frequency to hazardous working conditions and adverse weather conditions and undesirable cleaning and repair assignments. 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 up to 25 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. May be called in for an emergency at any time. On call duty and overtime may be required.

I CERTIFY THAT I HAVE READ THIS JOB DESCRIPTION AND SPECIFICATON; IT HAS BEEN EXPLAINED TO ME. I UNDERSTAND AND ACCEPT THE EXPECTATIONS OF MY DUTIES AND RESPONSIBILITIES AS A CONDITION OF MY EMPLOYMENT AS STATED HEREIN.

Employee Signature Date

Supervisor Signature Date

HR Director Signature Date

City Manager Signature Date