

# POSITION DESCRIPTION

City of Monett

Monjob31

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**JOB TITLE:** Public Works Superintendent

**DEPARTMENT:** Public Works

**SALARY RANGE:** Payroll – Level 14

**IMMEDIATE SUPERVISOR:** City Council

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## ESSENTIAL FUNCTIONS

- I. Supervisory Activities 30% of Time
- A. Plans, organizes, and administers the Street Division which includes responsibility for a wide variety of city streets and street right-of-way programs including pavement management, new construction, drainage system maintenance, snow/ice control, and right-of-way management, as well as being responsible for cleaning, construction, repair, maintenance, and inspection, of city streets, waterways, bridges, storm sewers, and alleys.
  - B. Plans for and supervises the Public Work Divisions of Sanitation, which is responsible for collection and hauling of residential refuse; Parks, which is responsible for management and maintenance of two city parks including baseball/softball fields, soccer fields, tennis courts, and other facilities; Cemeteries, which is responsible for maintenance of two cemeteries with 11,966 graves, as well as grave openings, and selling of cemetery lots; and Recycling, which is responsible for assisting citizens with recycling materials as well as converting yard waste into usable compost mulch.
  - C. Participates in the development and implementation of departmental policies and makes recommendations regarding policies, capital improvement projects, project priorities, and systems to administer the Public Works Department.
  - D. Presents necessary written and verbal reports, as well as a variety of correspondence.
  - E. Makes periodic field inspection of Public Work projects as necessary.

- F. Plans, organizes, and manages comprehensive municipal Public Works programs.
- G. Handles appropriate personnel matters for the Public Works Department including staffing, training, performs evaluations, disciplinary issues, etc.
- H. Provides on going supervision for all employees assuring for safety and professionalism.
- I. Makes special and non-routine work assignments assuring that the employees understand what is required, have the necessary safety equipment and training to complete assignments.
- J. Supervises all weather related and emergency situations and remains available and on-call on a 24-hour basis.
- K. Conducts planning for special projects as requested assuring for thoroughness, safety for crew, adherence to budgets, and coordination with other departments.
- L. Oversees all activities, maintenance, staff, facilities, equipment, and other items for the Street, Sanitation, Parks, Cemeteries, and Recycling Divisions assuring for professionalism, timeliness, and accuracy.

II. Liaison Activities 30% of Time

- A. Plans, coordinates, and discusses Public Works issues and services with a wide variety of individuals and groups including City Council, City Utilities, contractors, developers, vendors, citizens, and city staff members.
- B. Responds to and provides follow-up, directly and indirectly, on any and all citizen concerns or complaints assuring for a positive public image and for professionalism and timeliness.
- C. Researches, coordinates, and secures public and/or private funding for applicable projects.
- D. Communicates with the public regarding department functions, projects, compliance with ordinances, rules, laws, and regulations to ensure for the best public relations for the department and the City.

III. Budget Activities 15% of Time

- A. Prepares, monitors, and administers budgets and justifications for each division in the Public Works Department in accordance with the standards established by the City Council assuring for accuracy and timeliness.
- B. Directs the keeping of adequate operating records, budgets, excavation permits, purchase orders, etc.
- C. Approves and/or recommends all purchases for the Public Works Department.

IV. Technical Activities 15% of Time

- A. Oversees bid process for the purchase of any equipment and all other items required to conduct City business and work tasks assuring for compliance with all appropriate City policies and for professionalism.
- B. Monitors residential waste management for compliance with all city, state, and federal laws and regulations.
- C. Maintains an awareness of the technical aspects of each of the areas in all the jobs.
- D. Monitors the various activities and provides assistance as required assuring for continuity.
- E. Provides clarification, problem solving, and answers and takes responsibility for administrative matter as needed.
- F. Oversees equipment and maintenance schedules for the department to ensure preventative and repair work are done on a timely basis, assuring for accuracy.
- G. Maintains an awareness and understanding of all applicable ordinances, laws, rules, and regulations. Explains and educates appropriate subordinates of these rules and laws to ensure for compliance.

V. Other Activities

10% of Time

- A. Researches the availability of applicable grants, oversees the writing of grants as well as tracking of all expenses in relation to awarded grants.
- B. Performs effectively as a member of a team in carrying out the City's stated mission and philosophy.
- C. Performs the essential functions of the job without posing a direct threat to the health and safety of others.
- D. Maintains up-to-date knowledge or current principles, methods, and procedures related to all divisions within the Public Works Department.
- E. Conducts daily problem solving to find solutions to issues related to the Public Works Department. Provides sound judgment and experience to locate feasible solutions, assuring for professionalism and accuracy.
- F. Responds to requests by the City Council in an accurate, complete, and timely manner.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

**WORK ENVIRONMENT**

- ◆ Average accessibility of all work sites required for the position.
- ◆ Extreme exposure to weather and temperature extremes.
- ◆ Average exposure to chemicals and fumes.
- ◆ Above Average exposure to heights.
- ◆ Above Average exposure to work safety hazards.
- ◆ Above Average exposure to dust.
- ◆ Above Average exposure to loud noises.
- ◆ Average exposure to darkness.
- ◆ Subject to emergency call in.

## **PHYSICAL EFFORT**

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Above Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength.
- ◆ Normal dexterity of hands and fingers.
- ◆ Above Normal physical balance: ability to maintain balance and physical control.
- ◆ Above Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Normal endurance.

## **KNOWLEDGE REQUIREMENTS**

- ◆ Completed High School Diploma or equivalent.
- ◆ Possess a valid Missouri Driver's License.
- ◆ Minimum of 10 years experience in the construction, maintenance, and repair of streets, waterways, or bridges.
- ◆ Five years supervisory experience in public works activities and a working knowledge of cemetery and parks maintenance, as well as refuse collection and disposal.
- ◆ Knowledge of current principles, methods, and procedures related to:  
(1) a comprehensive street management program including such areas as pavement management, snow/ice control, and drainage system maintenance; construction materials, practices and methods; engineering practices and principles related to public work activities; (2) residential refuse collection and disposal; (3) public parks and cemetery maintenance; (4) fleet equipment maintenance; (5) maintenance and repair of facilities; (6) knowledge of public administration techniques; (7) basic principles and procedures involved in budget administration; and (8) knowledge of applicable legal issues and regulations.
- ◆ Must pass pre-employment drug testing and periodic drug testing as required.
- ◆ Able to follow oral and written instruction.
- ◆ Must be able to deal effectively and courteously with associates and the general public.

## **MENTAL EFFORT**

- ◆ Above Normal concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Above Average memory, considering the amount and type of information.
- ◆ Above-Normal complexity of decision making.
- ◆ Above-Normal time pressure of decision making.
- ◆ Above-Normal analytical thinking.
- ◆ Above-Normal conceptual thinking.

## **COMMUNICATION**

- ◆ Average verbal communication.
- ◆ Average written communication.
- ◆ Average non-verbal communication

## **SENSORY ABILITIES**

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch