

DEPARTMENT:
POSITION TITLE:
GRADE:

PUBLIC WORKS
Public Works/Water Superintendent
19 (\$34,872 min to \$50,566)

SUMMARY:

Under general supervision, manages and coordinates the functions of the public works/water crews. Responsibilities include maintaining records of all maintenance activities within the public works and water departments. Coordinate, supervises, and assists crews engaged in the departments' construction and maintenance projects, repair and installation of all equipment necessary to ensure efficient and effective operation. Evaluates and coordinates major maintenance projects with operational staff to insure only minimal disruption of normal operations. Assures the efficient functioning of City water systems and compliance with state and federal regulations. Duties are generally 50% Public Works and 50% Water Utilities.

The Public Works/Water Superintendent reports directly to the Director of Public Works.

ESSENTIAL FUNCTIONS:

1. Supervises and oversees the Public Works/Water Crews;
2. Develops and plans work schedules and assign duties to Crews daily to meet current and future work progress, methods and quality;
3. Performs administrative duties in order to maintain necessary records for assignments, completeness of work, time sheets, leave, accident reports, and daily works orders, etc;
4. Assists Public Works Director in maintaining and updating records/maps of work performed on street infrastructure, drainage, water infrastructure, and maintenance of equipment;
5. Prepare/coordinate training and safety meetings to ensure welfare of personnel and citizens when utilizing equipment and performing duties in work zones;
6. Operates light to heavy duty equipment; which may include backhoe, crack seal machine, wood chipper, skid steer, dump truck, vactron;
7. Supervises and oversees crews to ensure preventive maintenance is routinely performed and documented on vehicles/equipment; and all critical repairs are reported to the Director;
8. Supervises and assist in the maintenance and repair of streets, alleys, drainage ditches, building facilities, maintaining right of ways;
9. Maintains necessary records of City signs and assists in the repairs/installation of traffic control devices (sign and pavement markings) on streets to ensure they meet State/City requirements;
10. Oversee and assists Water Crew Leader in operation of water system, to include wells, elevated and ground storage tanks, pumps and water treatment equipment;
11. Oversee and assist water crew in maintenance and installation of water distribution system to include water mains, hydrants, water meters and lateral lines;
12. Required to respond to all emergency water system requirements on a 24-hour basis;
13. Must be available to work weekends to fulfill on-call duties;
14. Work overtime on demand when required; and
15. Performs other related duties and fulfills responsibilities as required by the Director of Public Works.

General Qualifications:

Training and Experience

- High School Diploma or GED.

- Three to five years' of supervisory experience of construction of street repairs and/or water system operations.
- Must have a valid Class "C" and/or valid "CDL" Texas Driver's license with an acceptable driving record.
- TCEQ Class "D" Ground Water Operator licenses required, or must be obtained within 4 months.
- TCEQ Class "C" Ground Water operator license required, or if not, must be obtained within 2 years of obtaining "D" license.
- Experience with Microsoft Excel, Word, and Outlook programs essential.

Knowledge, Skills and Abilities

- Familiarity with methods, equipment, materials and standard practices used in the construction, maintenance and repair of streets and Water systems.
- Knowledge about the operation of all the equipment commonly used in street construction or maintenance, and the maintenance and operation of the water distribution system.
- Skill in assigning work to a large group of workers and to review their work when completed.
- The knowledge and ability to write reports.
- Ability to deal with the public.
- Skill in assigning work to personnel and in reviewing their work.
- The knowledge and ability to write up staff for discipline issues.
- The ability to maintain vehicle and equipment maintenance logs.
- The ability to order materials prior to needing them on the job sites.

Work Conditions/Hours:

- Ability to work outside with exposure to temperature variations; occasional exposure to hazardous chemical irritants, noxious odors and fumes sometimes requiring the use of protective breathing apparatus.
- Physical requirements include frequent carrying/lifting 10-25 lbs., and 50-100 lbs occasionally; subject to kneeling, crouching, climbing, walking, twisting, reaching and pushing to perform essential functions.