



Utilities/Public Works Department

Town of Clarkdale

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PUBLIC WORKS SUPERINTENDENT

JOB DESCRIPTION

DESCRIPTION: Under general supervision from the Utilities/Public Works Director, the Public Works Superintendent is responsible for oversight of the day-to-day functions of the Town's Public Works Department which includes Streets, Garbage Collection, Cemetery, Fleet Maintenance and Buildings/Parks/Facilities Maintenance, including supervisory management of Public Works personnel. This position also performs a broad range of project management functions related to Capital Improvement Projects; performs inspections as needed on projects in various stages of construction for conformance with approved plans and Codes; processes and answers questions concerning construction requirements; makes field inspections on a variety of public and private construction projects in conformance with applicable standards, specifications, and Town ordinances; performs related duties as required or assigned. Due to economic constraints, employees in this class are typically working a thirty-six (36) hour work week. Schedules may change depending on the needs of the organization.

CLASSIFICATION: Positions in this class are characterized by a thorough knowledge of project management including design, budgeting, scheduling, selection of professional services, contract documents, bidding, and timely onsite construction management. An employee successful in this position is also an effective manager of people and work crews. Highly responsible job functions require the ability to think independently, use good judgment and apply strong communication and customer service skills. This is a non-exempt, full-time, classified position with full benefits.

ESSENTIAL FUNCTIONS AND DUTIES:

Essential functions and duties may be modified at any time at management's discretion. Typical duties may include, but are not limited to the following:

- Schedules and directs the day-to-day operations of the Public Works Department, providing oversight and supervision of staff activities.
- Performs project and construction management for assigned Public Works capital projects including review of design documents, construction plans, specifications, right-of-way plans, legal documents, contract documents, technical reports, project schedules, and project cost estimates.
- Reviews monthly payments to consultants and contractors; conducts project management for all work performed; reviews on-site progress relating to inspections and quality control.
- Evaluates existing Town buildings to determine and maintain their capacity and usefulness and to plan for improvements and construction of new facilities.
- Compiles and analyzes statistical data such as square foot costs per building, operation and maintenance costs and building standards, and prepares technical/professional reports.
- Develops, coordinates, manages and is responsible for Public Works short and long term capital projects and programs.

- Assists in developing, managing, and updating documents detailing the programming and design of capital improvement projects.
- Manages and reviews the quality and accuracy of work performed by architects, engineers, and other consultants as it relates to Capital Improvement Projects.
- Supervises and directs professional and sub professional support staff.
- Recommends specifications for equipment acquisition and assists with bid preparation and review.
- Responds to and resolves citizen inquiries and complaints relating to the operation of the Public Works Department.
- Develops estimates for the repair, maintenance, and construction activities of the department and coordinates projects with other Town departments.
- Participates in developing the annual department budget; monitors ongoing budgetary expenditures including cost-of-service studies for rate setting.
- Represents the Town on various public agency and citizen groups; participates on committees and boards; attends meetings and conferences; and makes presentations to various groups as necessary.
- Performs other duties as needed or as assigned.

MINIMUM QUALIFICATIONS

Education and/or Experience

- Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. An example combination includes An Associate's degree in business, public administration, construction management, architecture, engineering or a related field, and two (2) years of progressively responsible experience in public sector construction or public works administration, including two (2) years supervisory experience.

Knowledge, Skills and Abilities

- Knowledge of operations and maintenance of streets;
- Knowledge of construction practices, procedures, materials, operations and principles related to projects;
- Knowledge of estimating, scheduling and reporting of Public Works related operations including buildings and grounds;
- Knowledge of public sector budgeting and accounting practices;
- Knowledge of standard computer software for documentation purposes including development of professional reports, letters, and data analysis reports;
- Skills to efficiently manage a departmental budget;
- Skills for application of effective supervision and people management;
- Ability to research information, compile data and provide sound reports and recommendations;
- Ability to plan, direct and coordinate related work;
- Ability to effectively train, motivate and develop staff towards achievement of goals and objectives;
- Ability to simultaneously manage several diverse projects;
- Ability to effectively resolve complaints or issues;
- Ability to communicate clearly whether verbally or in writing with individuals from various socioeconomic, ethnic and cultural backgrounds;
- Ability to maintain effective and positive working relationships

Special Requirements, Licenses, and Certificates

- Must possess a valid drivers' license (with the ability to transfer an out-of-state license to Arizona immediately) and maintain an excellent driving record.
- Must possess and maintain a valid commercial driver's license (CDL) or have the ability to attain upon hire, with air brake and tank truck endorsements preferred.

Physical Requirements

This classification involves work that requires the ability to:

- Traverse uneven terrain;
- Climb ladders;
- Perform repairs on equipment;
- Wear a respirator and use potable water utility equipment;
- Vision sufficient to read water meters, plans, diagrams, change orders, rules, regulations, policies, procedures, computer screens and computer print outs, audio visual materials, and other documents encountered in the course of work;
- Hearing sufficient to hear conversational levels in person and over the telephone;
- Speech sufficient to make oneself heard and understood in person, in front of groups, in meetings, and over the telephone;
- Mobility sufficient to safely work in all weather conditions and environments as may be encountered in a variety of indoor and outdoor settings;
- Dexterity sufficient to safely operate office equipment including computers;
- Strength sufficient to lift, carry, and move up to 50 (fifty) pounds in weight;
- Endurance sufficient to sit, walk, and stand for extended periods, maintaining efficiency throughout the entire work shift and during extended work hours.

WORKING CONDITIONS

- Work is regularly performed in both an inside environment and outside weather conditions.
- Work may require travel throughout the Town to manage projects or attend meetings or training events.
- Work schedules may fall outside of regularly scheduled workdays and work hours.
- The noise level can be varied and potentially loud when equipment is operating.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; reach with hands and arms.
- The employee is often required to walk over uneven terrain.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The Town of Clarkdale is a smoke-free work environment.

PRE-EMPLOYMENT DRUG TESTING IS MANDATORY. THE TOWN OF CLARKDALE IS AN EQUAL OPPORTUNITY EMPLOYER.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job change.