

PW Supervisor (Superintendent)
Beginning Pay Rate: \$17.76

CITY OF TALLADEGA JOB DESCRIPTION: Superintendent Public Works, Non- Exempt

Department: FLSA: Grade: 6; Safety Sensitive Job: Yes; Security Sensitive Job: No; subject to pre-employment background check and random drug screens.

Relationships Reports to: Director, Public Work; Subordinate Staff: Equipment Operators I and II; Labor Maintenance I and II; Head Mechanic

Other Internal Contacts: All City Departments

External Contacts: General Public; Alabama Department of Transportation (ALDOT); Talladega County Road Department; Local Businesses; Vendors; Construction Companies; Asphalt Companies; and Concrete Companies

JOB SUMMARY: Under the supervision of the Public Works Director, the employee plans, coordinates and manages all aspects of the City's public works functions and operates within the established budget for the department. Employee maintains up-to-date knowledge of state and federal laws impacting maintaining, repairing and constructing municipal properties and roadways; ensures safe work environments for employees, and that all safety requirements are consistently met. Employee performs tasks and skills associated with department functions such as manual labor 1 and operation of heavy equipment and coordinates work projects with other city, county, and state departments, as needed.

ESSENTIAL FUNCTIONS: Department Management and Supervision. Assists the Public Works Director in carrying out the management functions of the department and supervision of employees to accomplish departmental goals. **(1)** Serves as the superintendent for Public Works and communication with the director to establish priorities for the department; **(2)** Plans projects; identifies and obtains materials and supplies needed and ensures the department functions within the established budget; **(3)** Receives calls from citizens; solves problems and handles complaints and concerns; **(4)** Coordinates department activities with other departments and organizations external to the City and ensures functional system of notification and call-back of personnel during emergencies; **(5)** Provides oversight of the City mechanic shop and ensures preventive maintenance and repairs on vehicles and equipment take place; **(6)** Draws up specifications for projects, equipment and supplies; utilizes the computer to maintain records and reports and to identify equipment and supplies needed for projects; **(7)** Makes daily work assignments in coordination with the director and ensures that employees maintain required credentials and licenses; ensures safety measures and personal protective equipment are available, functional and consistently utilized by each employee; **(8)** Participates in interviewing, selection and hiring of new employees and assists in orienting and training new employees; **(9)** Performs disciplinary actions in accordance with City policies and procedures and approves time sheets; **(10)** Ensures adequate staffing to complete in a satisfactory manner and concise manner all streets and Right of Way Maintenance are cleared, bridges and traffic signals operational, receives requests for repairs and maintenance work and ensures all other aspects of roads, ditches, drains, streets, right of ways are cleared and in good condition and maintained to satisfaction. **(11)** Represents the City in a positive and professional manner; **(12)** Possess skills to effectively supervise employees; **(13)** Verbal skills to effectively communicate with personnel, citizens and elected officials; **(14)** Math skills to perform math functions and measurements on the job.

MINIMUM QUALIFICATIONS: Possess a high school diploma or a GED. Ten (10) years of work experience on roads, bridges, construction, public works, and maintenance. Two (2) years of work experience in a supervisory position on a construction or maintenance crew; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities commensurate with the requirements of this job; possess a current, valid Class B CDL and be insurable. Ability to obtain and maintain certification as a Level II Traffic Signal Technician. Ability to travel overnight to attend meetings and training programs. Ability to respond to emergencies 24/7.

NOTE: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Job Description Prepared: July 2018