



Public Works Superintendent

Summary

Under limited supervision of the Town Administrator, the Public Works Superintendent plans, organizes, directs, and integrates the Town's Public Works activities and functions which includes overall responsibility for the Street, Water and Parks Departments. The Public Works Superintendent is responsible for the development and implementation of annual budgets, street and utility maintenance, water distribution systems, facilities management, contract management and oversight of public improvements. The Public Works Superintendent works closely with all members of management and others to ensure that his/her responsibilities are effectively and consistently discharged in a way that achieves and maintains the excellent standards set forth by the Town. This is a Non-Exempt position.

Essential Duties/Responsibilities

The below list is intended to be illustrative of the responsibilities of the position and is not a comprehensive listing of all functions and tasks. The Town of Meeker retains the right to modify or change the duties or essential functions of the job at any time.

- Provides vision, leadership, and direction to the Public Works Department. Plans, organizes, coordinates, and directs the work of the Public Works Department by developing and directing the implementation of goals, objectives, policies, procedures, and work standards for the department.
- Supervises the daily operation and activities of the Public Works Department and assists with establishing and enforcing Town policies, procedures, and practices.
- Oversees the safety of staff and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.
- Responsible for the care of all department property, and general good conduct and discipline of the Public Works Department.
- Oversees maintenance, repair, and service of all vehicles, equipment, and other Town property, including all town buildings and parks.
- Manages inventories of parts and tools and ensures that tools, equipment, and facilities of the Public Works Department are secure and well-maintained.
- Ensures staff receives the proper certifications and professional development for operating the water distribution system and any other certifications that may be required.
- Compliance oversight with State, Federal and Town regulations with the water distribution system, streets, alleys, parks, and Town properties.
- Supervises, instructs, and assists assigned crews in installing new water lines, fire hydrants and meters in the course of maintaining the existing water system.

- Enforces rules, regulations, policies, and procedures relating to the operation of the water utility system, streets, and parks.
- Keeps abreast with recent developments in utility operations and management, and with new regulations.
- Maintains public streets, alleys and municipal parking areas within the Town, clean improved public streets and remove snow from streets; and install, operate, maintain, and remove official traffic control devices, as necessary.
- Ensures all necessary materials, supplies and equipment are available by ordering and maintaining an inventory of parts and materials.
- Responsible for the Public Works Department budget. Authorizes and reviews expenditures to ensure budget compliance.
- Plans and directs operation and maintenance of the Town's fleet and facilities/buildings, including responsibility for replacement of equipment and capital improvements.
- Attends Town Board meetings once a month and other meetings or conferences both inside and outside of the community as needed.
- Communicates to the Town Administrator on a regular basis regarding progress and problems within the Public Works Department.

Knowledge, Skills, and Abilities

- General knowledge of contract administration and oversight.
- Knowledge of the principles and practices of effective project management.
- Ability to communicate clearly and concisely, both verbally and in writing.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work, including Town and other governmental officials, community groups and the general public.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and government regulations.
- Working knowledge of basic land surveying.
- Ability to write reports, procedural manuals, and business correspondence.
- Ability to effectively present information verbally and in writing to questions from the Town Board, staff, citizens, developers, and contractors.
- Ability to calculate figures and amounts such as volume, discounts, interests, commissions, proportions, percentages, area, and circumference.
- Ability and skill to operate general office equipment such as computers, copy machines, printers, phones, and other general office equipment. Must be able to efficiently communicate by E-mail and conduct internet research.
- Ability to operate and thorough knowledge of heavy and light equipment operations.
- Requires implementation of safe work practices in the operation of heavy equipment, light equipment, Town vehicles and power tools; and in safe methods of performing maintenance and construction work. Ability to maintain and do minor repair work on Town equipment, vehicles, and facilities.

Experience and Training

- Bachelor's degree from an accredited college or university with major course work in construction management, facilities management, project management, maintenance, engineering, or related field is desirable.
- Class 1 Distribution Water Operators License and Class D Water Operators License or the ability to obtain one within 1 year.
- Colorado Class B or higher CDL License required or the ability to obtain one within 6 months of hire.
- Previous experience working in the public works field for a municipal, county or state government with supervisory experience will be looked upon favorably.

Physical Demands

- 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.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is required to walk, sit, climb, or balance, stoop, kneel, crouch or crawl and smell, and be able to shovel in a ditch when required.
- The employee must frequently lift and/or move up to twenty-five pounds and occasionally lift/and or move up to one hundred pounds. Specific vision abilities required include close and distance vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- While performing the duties of this job, the employer regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration.
- The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud.

Selection Guidelines

- Formal application, rating of education and experience, oral interview and reference check, and job-related tests may be required. A physical examination may be required prior to beginning the job.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a local assignment to the position.
- 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 employer and requirements of the job change.