

CITY OF DAYTON

POSITION DESCRIPTION

JOB TITLE: Assistant Public Works Superintendent CLASS: Exempt

REPORTS TO: Public Works Superintendent STATUS: Full Time

NATURE OF WORK: Assist the Public Works Superintendent in the overall direction and administration of the public works department.

RESPONSIBILITIES:

1. Requires a broad knowledge of all operations of the public works department in order to make decisions relative to operational and administrative matters.
2. Fulfill the duties of the City Superintendent when designated to do so.
3. Has responsibility for construction and maintenance activities of the public works department. Consults with the City Superintendent on all matters pertaining to the department's activities.
4. Within general guidelines established by the City Superintendent, plans, schedules and directs all work activities related to the constructions or maintenance of public works facilities.
5. Exercised direct supervision over subordinate supervisors and employees of the department.
6. Makes recommendations regarding hiring and termination of employees of the department.
7. Assists the City Superintendent with labor proposals and personnel issues of the department.
8. Assists City Superintendent in preparation of yearly budget items, annual road plans. Makes such recommendations as projected construction of new roads, major repair or improvement of existing roads, purchase of new or replacement of equipment and vehicles, increases or decreases in staffing and the apportionment of funds to various categories of work and operational support.
9. Reviews project plans and specifications for compliance with the design instructions and standard criteria.
10. Schedules and attends pre-construction conferences discussing project requirements with contractor and informs contractor concerning construction scheduling.
11. Meets with representative of other agencies to coordinate city projects. Writes reports, participates in or coordinates or conducts staff meetings in order to receive progress reports and give directions to supervisors.
12. Responds to public complaints or request regarding public works activities.
13. Supervises and participates in grading, patching, surfacing, graveling, sweeping, and flushing of streets and alleyways.
14. Directs the installation and repair of water utilities and sewer utilities.
15. Authorizes and approves request by employees for sick leave, vacations and other leaves. Authorizes overtime for employees.
16. Performs other job-related duties as required.

MINIMUM QUALIFICATIONS: Knowledge of established departmental operational standards and procedures; administrative, managerial and supervisory principals; knowledge of personnel and labor related issues; techniques and practices; budgetary and cost accounting principals and practices.

Ability to make decisions concerning the feasibility of proposals, design changes and other specifications, plan and coordinate work activities of professional and technical employees; respond to difficult problems or questions exercising good judgement; read, analyze and interpret data; prepare clear concise written reports; determine equipment and personnel needs, communicate effectively both orally and in writing. Ability to make independent judgements in emergency situations.

EXPERIENCE, TRAINING AND SPECIAL REQUIREMENT: Prior managerial experience, basic computer knowledge. Must have a current Washington State Water Distributions Manager 1 Certificate. Possess a valid Washington State Motor Vehicle Operator's License with a C.D.L. endorsement.

PHYSICAL DEMANDS: The physical demands described here are representatives 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.

While performing the duties of this job, the employee is frequently required to walk; use hands to finger, handle, or feel objects, tools, or controls; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to stand, sit, and reach with hands and arms.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.