

CITY OF SPOKANE VALLEY POSITION DESCRIPTION

Class Title: Public Works Maintenance Superintendent
Department: Public Works
Division: Maintenance and Operations
Date: April 26, 2010

Job Code Number: 385
Grade Number 17
FLSA Status: Exempt
Location: City Hall

GENERAL PURPOSE

Performs a variety of supervisory, administrative, technical, and skilled maintenance work in the planning, construction, operation, repair, maintenance, and replacement of City infrastructure, including street and storm drainage facilities and systems.

SUPERVISION RECEIVED:

Works under the general supervision of the Public Works Director.

SUPERVISION EXERCISED

Exercises supervision and oversight over maintenance workers who perform maintenance or inspection of the City's infrastructure.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and monitors a variety of municipal infrastructure maintenance contracts with private service providers, Spokane County and Washington Department of Transportation, and other service providers. Responds to complaints regarding municipal infrastructure.

Monitors the Street Fund expenditures to ensure compliance with approved annual budgets.

Coordinates maintenance of the city's infrastructure and utilities with other public and private service providers such as various water, sewer, power, and transportation districts or agencies.

Plans, schedules and implements construction, maintenance, and operation and construction activities designed to provide quality street, drainage and other infrastructure service for the city; oversees maintenance work to determine acceptability and conformance to standards.

Determines needs for materials, equipment and contract services. Oversees the development of plans and specifications, cost estimates, coordinates required advertising for bids, reviews bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.

Trains, supervises and disciplines employees performing the duties of maintenance, construction and repair of the municipal infrastructure of the City.

Responsible for maintaining the infrastructure of the City's streets. This includes approximately 425 miles of road, the storm water system composed of 6,000 drywells, 930 swales, 1,930 curb inlets, 4 pump stations, 85 signals and 14,000 street signs.

Selects, trains, evaluates and disciplines personnel, resolves employee grievances and participates in the employee termination process.

Provides supervision of all contractors, and City of Spokane Valley maintenance personnel.

Regularly supervises full-time employees providing road maintenance services; directs work of subordinates and monitors performance and production; assesses performance and establishes training schedules.

Schedules and provides training in the proper operation, use and care of a variety of equipment; safety and other training sessions; inspects job sites for safety issues and proper practices.

Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of City streets, storm drainage systems and other department facilities.

Requisitions needed supplies for the department and maintains a variety of records relating to personnel, equipment, supplies, consumption and reports.

Advises Supervisor, Attorney, Engineer and other city officials in matters relating to department activities; provides information to various civic, school and public groups and individuals regarding street, traffic and drainage problems and services.

Insures the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use.

Oversees the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.

Analyzes annual operating costs and makes recommendations for department budget.

Helps analyze and project the needs of the city for equipment, bridges, roads, sidewalk and materials for completion of the same. Provides operations guidance for construction of bridges, buildings, sidewalks, drainpipe installations, culvert installation and road construction.

Provides recommendations regarding equipment purchases and requisitions all supplies and materials needed for effective department operations.

May be required to be on-call and/or called back to work with or without notice to respond to the street maintenance needs of the City.

PERIPHERAL DUTIES

Provides backup to subordinate positions as needed.

Serves on various employee or other committees as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from high school education or GED equivalent, supplemented by two years of post-secondary education in engineering, construction, business or public administration, or a related field; and

(B) Seven (7) years of experience relating to the construction, repair and maintenance of municipal infrastructure, including street and storm drainage systems including the operation of related maintenance equipment; or

(C) An equivalent combination of education and experience may be considered.

Necessary knowledge, Skills and Abilities:

(A) Thorough knowledge of equipment, facilities, materials, methods and procedures used in public storm drainage and street systems; thorough knowledge of road construction and maintenance;

(B) Skill in operation of the listed tools and equipment; and

(C) Ability to guide, direct and motivate employees; ability to operate and maintain various equipment used in infrastructure maintenance and repair; ability to organize and supervise the activities of various crews performing maintenance work;

(D) A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult

people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

SPECIAL REQUIREMENTS

Valid State Driver's license or ability to obtain one.

TOOLS AND EQUIPMENT USED

Familiar with the operation and use of motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, jetter/inductor truck, street roller, backhoe, manlift, tamper, plate compactor, saws, pumps, aeroil propane kettle, compressors, sanders, generators, trencher, common hand and power tools, shovels, wrenches. Skill in use of detection devices, mobile radio, phone, personal computer including word processing and other software, copy and fax machine.

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. 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 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 occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 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.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally 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 in field settings, and moderately quiet in office settings.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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 logical 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.

Approval: _____
Human Resources Manager

Approval: _____
City Manager

Effective Date: April 26, 2010

Revision History: May 13, 2003 Established
June 16, 2007 Revised