



1330 S. Big Bend Blvd.
Richmond Heights, MO 63117

www.richmondheights.org

Public Works Superintendent

Dept/Div: *Public Works*

FLSA Status: *Exempt*

General Definition of Work

Performs difficult administrative work managing public works projects and personnel, facility maintenance and operations, and related work as apparent or assigned. Work is performed under the general direction of the Public Works Director. Departmental supervision is exercised over various personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Oversees and supervises all Street Crew projects and operations.
- Oversees Mechanic and assists in vehicle and equipment maintenance projects.
- Responsible for safety training program and ensuring all public works employees are trained and follow all safety procedures.
- Assists Director with inspection of all City sponsored, approved or permitted construction projects and activities.
- Removes snow on city roads and city properties as well as supervising snow crews.
- Attends construction, professional organization, staff and council meetings as needed.
- Manages duties of the Director of Public Works when he/she is absent.
- Assists Director and other Public Works personnel as needed.
- Assists Director in yearly budget preparation, construction bids, facility bids and vehicle/equipment purchasing.
- Assists with facility maintenance work and at City Hall, Public Safety, Public Works and City rental houses.
- Assists Director with the hiring process and with personnel and disciplinary issues.
- Respond to emergency after hour calls and attend work related events outside normal working hours as needed.

Knowledge, Skills and Abilities

Thorough knowledge of public works management and operations, including construction management and facility operations; thorough knowledge of budgeting as it relates to the public sector; general knowledge of personnel practices; ability to plan, organize and supervise the work of department employees; courtesy and professionalism in dealing with the general public; ability to establish and maintain effective working relationships with supervisors across all City departments, subordinates and the general public; Ability to formulate and enforce regulations, policies and procedures within the department; Ability to communicate effectively in written and oral forms; Ability to operate personal computers and software, including word and excel or equivalent.

Education and Experience

Associates/Technical degree required and considerable experience maintaining public infrastructure and managing public works personnel, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work frequently standing and occasionally requires walking, sitting, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, working in high, precarious places and exposure to fumes or airborne particles; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Valid commercial driver's license with Class A endorsement, or the ability to obtain within six months of hire.

Applicant Certification:

I understand the description of this job and the essential functions, as given above. I also understand that all of the duties are not described above and that I would perform those above and other related duties as directed by my supervisors. I am not related to any elected or appointed official or employee of the City of Richmond Heights.

Signature

Date