

**CITY OF CAMILLA
JOB DESCRIPTION**

JOB TITLE: Public Works Superintendent

<p>DEPARTMENT: Public Works SUPERVISOR: Utilities Director PREPARED BY: City of Camilla DATE: August 2017</p>

SUMMARY: Employees in this position performs supervisory work in planning and directing the activities of the Public Works Department which primarily consists of collecting and disposing of solid waste; construction, maintenance and repair of streets and roads; construction, maintenance and repair of storm water collection and delivery system. Employee supervises approximately 21 — 30 employees and is responsible to the Utilities Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but not limited to the following:

- Overseeing, planning, directing and supervising all public works activities of the City.
- Makes field inspections of public works projects to ascertain status;
- Works with technical and professional firms performing work for the Public Works Department;
- Selects, trains, promotes, counsels and disciplines departmental personnel;
- Handles correspondence, prepares a wide variety of administrative reports on departmental activities as requested;
- Ascertaines the amount of materials and supplies needed for operations;
- Researches and recommends operational changes to the Utilities Director and/or the City Manager;
- Receives citizen inquiries or complaints and advises or takes necessary action to resolve problems;
- Assists with the preparation and reviews departmental operating budgets;
- Responsible for payroll submission;
- Responsible for purchasing department supplies;
- Performs other tasks as requested.

GENERAL QUALIFICATIONS:

- Good knowledge of the methods, practices and equipment used in the Public Works Department;
- Thorough knowledge of the occupational hazards involved and the safety precautions necessary for the safe conduct of manual work and equipment used;
- Good knowledge of supervisory methods and proper maintenance and use of equipment;
- Ability to plan, organize, supervise and coordinate the work of a large number of workers and crews through subordinate supervisors;
- Ability to respond at any time of day or night in cases of emergency;
- Ability to establish and maintain good relations with the general public;
- Ability to establish and maintain an effective working relationship with other city employees and department heads.

Excellent communication skills and ability to deal effectively with the public.

MINIMUM EXPERIENCE:

Must be a high school graduate or equivalent (GED) with five to six years previous experience, three of which in a supervisory capacity, in street construction and maintenance, storm water construction, maintenance and repair, or any equivalent combination of training and experience which provides the skill and ability to perform the duties of the position. Must possess and maintain a valid Georgia driver's license. Computer literacy is desirable. An extensive background investigation will be conducted.

PHYSICAL REQUIREMENTS:

These functions are required on either a constant, frequent or occasional basis (as indicated)

Constant-More than 90% or 7 hours or more per 8 hour day

Frequent-21-50% or 2.5-4 hours per 8 hour day

Occasional-0-20% or 1-2 hours per 8 hour day

Constant

Use of hands and fingers, to handle or feel; reading, hearing, talking, seeing (close vision, distant vision, color vision), lifting (light/O-141bs), reaching with hands and arms

Frequent

Standing, walking, lifting (moderate/15-501bs), driving, writing, sitting, pushing, pulling, striking

Occasional

Bending, squatting, running, lifting (heavy/over 501bs), climbing stairs or ladders, using office equipment (telephone, computer and copier), crawling

WORK ENVIRONMENT:

The environmental working conditions of this position will include frequent exposure to inclement weather, working at night, working around a cluttered floor area, working in poor ventilation, working around vibration, dust or fumes, working inside and working outside. There is also occasional exposure to working around hazardous machinery, working at considerable heights, electrical hazards, loud noise, low noise and high/low temperatures.

Mental stress or pressure of position is frequent.