

Title: **Public Works Superintendent**

Department: Public Works

Reports To: Public Works Director

FLSA Status: Exempt



General Description of Position:

Under broad direction, assists the Public Works Director in the planning, organization, direction, and management of the activities of a Division of the Public Works Department. Manages, assists, and implements policy decisions, program and project completion, and supervision of various technical staff. This Position will be assigned responsibility in the water division or the wastewater division based on experience and assignment by the Director.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Functions:

The following duties are typical for this position.

1. Manage the water, or wastewater division of the Public Works Department as assigned
2. Supervise all Public Works personnel within division as assigned
3. Executes and participates in the development and planning of the Public Works department; oversees the daily department operations to ensure professional, efficient, and timely work is being delivered; monitors adherence to policies and procedures and ensures department operates successfully.
4. Assists, supports, assigns, develops, and reviews work of assigned project staff; ensures safe work practices, laws, and regulations are implemented and followed. Supervises the work of other employees and jointly, with the Director, will facilitate reviews of maintenance operators.
5. Ensures project and contract compliance with relevant federal, state, and local laws, regulations, ordinance, and policies.
6. Assists with establishing, defining, revising, updating and assessing fiscal environment and future revenues for the City's public works utilities.
7. Assists, participates, and supports the inspection activities for the department; inspects infrastructure and storm water facilities to ensure compliance to all safety and environmental guidelines; drafts and prepares consistent reports to remain transparent regarding department work.
8. Ensures timely and accurate reporting on projects, assigned project budgets, capital planning, environmental conditions, mitigations, and research findings; provides reporting documentation to different government entities, and the public.
9. Conducts community involvement and engagement efforts; builds collaborative partnerships internally and with outside agencies, contractors, and private entities; promotes and develops collective community support for various local projects, visions and goals; manages budgets and responds to citizen concerns.

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10. Assists in the planning, development, and implementation of water quality techniques; identifies, addresses, and updates standard protocols to ensure the most effective and professional techniques are being used and the staff appropriately trained.
11. Tracks and manages operational procedures for all water facilities and distribution system including preparation of reports for compliance with TCEQ regulations as required.
12. Tracks and manages operational procedures for all wastewater facilities and collection systems and prepares reports for compliance with TCEQ regulations as required.
13. Maintains direct and close supervision of the operation of the water and wastewater system through Supervisory Control and Data Acquisition (SCADA) automated computer operation control system and monitors for all federal and state drinking water regulations.
14. Locate lines and leaks within the water and wastewater system
15. Assists in locating water valves and ensuring they are open.
16. Maintains equipment accountability and enforces a strict site and yard clean up.
17. Ability to create and maintain inventory control systems and manage inventory programs.
18. Ability to read blueprints, maps and other associated and similar materials sufficient to determine the scope of required work and ensure compliance with design objectives and standards.
19. Responds to inquiries and complaints from residents, vendors, contractors, and consultants
20. Conducts safety investigations within the service area of the city including water system integrity, sanitary sewer problems including filtration, drainage problems, road conditions, and traffic control safety.
21. Monitors disinfection levels in the water system.
22. Remains on-call to monitor and troubleshoot operations of the water and wastewater control system.
23. Interacts in a professional and respectful manner with the city staff and the public
24. Ensures a safe working environment internally and externally to the division.
25. Performs related work as required.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience

High school diploma or equivalent and a minimum of 7 years of experience in the areas of water and/or wastewater utilities maintenance and operation are required.

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Required Certificates, Licenses, Registrations

Must maintain, at minimum, a class “C” water certification and/or a class “C” wastewater certification issued by the Texas Commission on Environmental Quality.

Must maintain or obtain a Customer Service Inspector Certification and Backflow Prevention Assembly Tester Certification issued by the Texas Commission on Environmental Quality.

Must possess and maintain a valid driver’s license issued by the State of Texas for the type of vehicle of equipment operated.

Must be able to respond to emergency situations outside of normal business hours

Communication Skills

Ability to read, analyze, and understand the most complex documents; Ability to respond effectively to the most sensitive inquiries or complaints; Ability to write speeches and articles using original or innovative techniques or style; Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

Critical Thinking Skills

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Software Skills Required

Basic: Spreadsheet, Word Processing/Typing

Initiative and Ingenuity

Planning

Considerable responsibility regarding general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a division of employees engaged in widely diversified activities.

Analytical Ability/Problem Solving

General oversight. Activities covered by general organizational philosophy and objectives. Solving problems in novel, non-recurring or swiftly changing situations in which the approach is not fully defined.

Responsibility For Work of Others

Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises employees who are engaged in diversified activities in one or more divisions of the Public Works Department.

Supervises any or all the following divisions of Public Works: Water, Wastewater, and/or Streets

Responsibility for Funds, Property and Equipment

Regularly responsible for funds, building premises, inventory, or other property owned or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above would range from \$10,000,000 to \$20,000,000.

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Accuracy

Must be able to produce results with accuracy to avoid problems in operations and maintain positive relationships with patrons and/or with the operations of other segments of the organization. This must be done with an understanding that there are frequent issues and challenges at all times in all areas above that are inherent in the job.

Accountability

Public Contact

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those people contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

Employee Contact

Establishes company culture by setting tone of interactions and communication with senior level internal officials and employees throughout the organization.

Use of Machines, Equipment and/or Computers

Occasional use of highly complex machines and equipment; specialized or advanced software programs.

Working Conditions

Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking; and pushing, carrying, or lifting. May involve some travel and/or work is at times, in the evening or during the night hours.

Environmental Conditions

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is frequently exposed to work near moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions; and occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.

Physical Activities

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision- making.

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While performing the functions of this job, the employee is regularly required to sit, talk or hear; and frequently required to use hands to finger, handle, or feel; occasionally required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must 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 ability to adjust focus.

General Information

Reports to: Public Works Director

The position is a full-time FLSA exempt position.

Starting salary is \$79,040.00 to \$104,000.00 and commensurate with qualifications and relevant experience.

TMRS Retirement. 7% employee contribution with a 2 to 1 employer match. Vested after five years of service. TMRS provides 1x your annual salary in life insurance benefit. Employees are retirement eligible upon vesting and at least age 60 or with 20 years of service credit at any age as well as restricted prior service credit.

12 paid holidays.

100% of employee health, dental vision, life, telehealth, short/long term disability benefits paid.

For more information regarding all of the benefits offered by the City of Van Alstyne please review our [Summary of Benefits](#)

Candidates **MUST** successfully complete an extensive background check (including credit/criminal history), drug screening and pre-employment physical. All candidates **MUST SUBMIT CITY APPLICATION** and resume to be considered to: City of Van Alstyne, Attn: Human Resources, P.O. Box 247, Van Alstyne, Texas 75495-0247.