

PUBLIC SERVICES SUPERINTENDENT

General Statement of Duties

Performs responsible technical and supervisory work planning, organizing and directing the day-to-day field operations of the Public Services Department including street maintenance, solid waste collection and disposal, building and grounds maintenance, storm water management system maintenance and repair, and vector control.

Distinguishing Features of the Class

An employee in this class plans, organizes and supervises the day-to-day operations of employees engaged in a variety of municipal operations services. Work also includes assisting in developing budget recommendations; ordering supplies; teaching and training employees in subject areas such as safety and work methods; handling citizen complaints; preparation of required reports and coordination with contractors on municipal projects. Performs work in coordination with the Public Services Director and other town officials. The employee is subject to working in inside and outside environments in extreme weather, and exposure to various hazards such as street traffic, loud noises, vibration, moving mechanical parts, electrical current, chemicals, odors, dusts, mists, and oils. Performs work under the general direction of the Public Services Director who evaluates performance by review of reports, observation of work in progress as well as completed and by acceptance of the community and employees.

Duties and Responsibilities

Essential Duties and Tasks

Plans field activities and participates in various work tasks; coordinates various divisions involving diverse work disciplines; assigns employees to crews and crews to tasks; makes site inspections prior to work tasks to identify supplies and equipment needs; inspects work of crews in progress and upon completion; ensures coordination with other town departments.

Reports to and advises the department head on budget needs of the department personnel concerning equipment, materials and other resources to accomplish their work; purchases tools, equipment and supplies; participates in the preparation of bid specifications and evaluation of bids.

Performs personnel functions such as participation in hiring, providing performance coaching and evaluation, training of personnel and discipline.

Receives and handles citizens complaints and inquiries about public works services.

Recommends changes in policy, procedures and programs to enable the department to meet the needs of the community.

Supervises and participates in trades repairs to buildings including electrical, plumbing, carpentry, HVAC, and painting.

Supervises and participates in horticultural installations and maintenance; selects planting materials; supervises and participates in pruning, pest control, mulching, irrigation, seeding, mowing, trimming, and other landscape maintenance; coordinates sea oats propagation and transplant program; maintains memorial rose garden.

Supervises and participates in the vector control program to prevent mosquito breeding and eradicate adults.

Supervises and participates in a wide variety of set up configurations for various Town events, festivals, and meetings; supervises and participates in clean up and removal of special structures, banners, tents, reviewing stands, stages, etc.

Operates heavy equipment including back hoes; participates in the work of the division.

Establishes and maintains manual and digital records of division activities; prepares post-storm insurance and FEMA reports.

May act in the absence of the Public Services Director.

Additional Job Duties

Performs other duties as assigned

Recruitment and Selection Guidelines

Knowledges, Skills and Abilities

Considerable knowledge of the principles and practices of public works construction methods, materials, and maintenance practices involving streets, storm water, solid waste collection and disposal, building and landscape maintenance, vector control, and related issues.

Considerable knowledge of town policies; state and federal laws and rules and regulations in services and operations supervised.

Considerable knowledge of materials and equipment used in the maintenance of streets, storm water systems and buildings and landscaping.

Knowledge of horticultural practices and propagation methods.

Considerable knowledge of local government budgeting, purchasing and personnel laws, regulations, and practices.

Working knowledge of the application of information technology to the work of the department and related records and reports.

Ability to supervise including effective delegation, communications, motivation, performance evaluation, and coaching.

Ability to establish and maintain records and prepare reports.

Ability to maintain effective working relationships with other town officials, citizens, contractors and employees.

Ability to present ideas effectively in writing and orally.

Physical Requirements

Must be able to perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking and hearing.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally; and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Must possess the visual acuity to operate motorized equipment, operate a computer, read maps and plans, compile data and figures.

Desirable Education and Experience

Graduation from high school supplemented by some college or technical school training and considerable experience including supervision in maintenance of buildings, landscaping, streets and/or storm drainage systems.

Special Requirements

Possession of a valid North Carolina commercial driver's license.

Possession of pesticide applicators certificate for ornamental and turf and for public health.