

Town of Cambridge City Public Works Superintendent

General Job Description Summary

Under the direction of the Cambridge City Town Council, maintaining and overseeing the day-to-day operations and programs of the Town's Road and street improvements; the Water and Storm Water facilities; the Parks and Cemetery; and any other properties under the ownership or management of the Town. This position provides administrative, supervisory, and technical assistance to Town staff in areas of responsibility described below and performs related work as required. These activities are also done in accordance with all Federal, State, County and Local Laws/Ordinances.

Job Duties

The following examples are meant to be illustrative only and are not intended to be all-inclusive:

- Assist in the development and implementation of goals, objectives, policies, procedures, work standards, and annual budgets for the assigned areas of responsibility.
- Set priorities, develop preventative maintenance programs, and ensure all assigned divisions are maintained at an optimum level within cost and staffing limitations.
- Assure all daily and weekly schedules are met in a timely and accurate manner.
- Maintain safe working conditions for the workforce staff and public.
- Utilize computer technology for work management, information management, and communications.
- Select assigned personnel and provide for their training and professional development; interpret Town policies and procedures to employees; responsible for morale and productivity of assigned staff.
- Plan and schedule the proper utilization of personnel and equipment to meet the day to day operations and emergency conditions of the Public Works Department.
- Provide corrective counseling and recommend or administer discipline of personnel, as necessary.
- Confer with and provide technical assistance to members of Town departments on various maintenance matters; coordinate activities of the division with those of other departments and agencies.
- Provide project management for Capital Improvement projects within areas of responsibility, including, but not limited to, the Town's overall water projects.
- Coordinate and administer contracts for the design and maintenance of facilities and equipment within areas of responsibility.
- Actively engage in the Town's 'fight the blight' programs, to assure compliance by all properties located in the Town.
- Serve as the Town's staff member for all zoning and building matters, including coordination of meetings for Plan Commission and Board of Zoning Appeals.

- Maintain safety logs, coordinate safety meetings, and schedule safety training.
- Develop and maintain good working relationships with state and local officials.
- Maintain an open line of communication with members of the Town Council and other Town Departments or officials.
- Attend the meetings of the Town Council and recommend actions deemed advisable.
- After approval by the Council, and after following proper purchasing guidelines, award contracts for:
 - a. The purchase of capital equipment.
 - b. The construction of capital improvements.
 - c. The purchase of necessary supplies
 - d. Other services associated with the responsibilities for the job.
- Perform a variety of skilled and technical work in the maintenance of the streets, Water, Parks and Cemetery.
- Train lower level staff in the use of tools and equipment appropriate to each operations facility of the Town infrastructure.
- Perform other related duties as assigned.

Job Requirements

- Associate Degree from accredited college or university with major course work in Business Administration, Public Administration, Construction Management, or closely related field.
- High School graduate with college level course work in civil engineering or construction; or completion of a vocational training program related to construction technology.
- Three years progressive experience as a municipal operations maintenance technician with experience in street, water and storm sewers.
- Two years supervisory experience in the Public Works field.
- Ability to obtain certifications as needed in water distribution and operation and transportation as determined by the Town Council.

Or

Any combination of education, training, or experience, which would qualify for the position as determined by the Town Council.

Knowledge, Skills, & Abilities

- Thorough knowledge of supervisory principles and methods, including goal setting, budget preparation and administration, and employee supervision.
- Thorough knowledge of hazards and safety practices common in public works as well as federal and state regulations.
- Thorough knowledge of work planning, organization and scheduling techniques.
- Thorough knowledge of construction equipment, materials, and methods employed in Transportation, Water, and Sewer operations.
- Ability to plan, organize, assign, direct, review and evaluate comprehensive municipal maintenance activities.
- Ability to select, train, motivate, and evaluate assigned staff; develop, implement, and interpret policies, procedures, goals, objectives, and work standards.
- Ability to analyze problems, evaluate alternatives and make creative recommendations; read and interpret plans, specifications, and guidelines.
- Ability to establish and maintain effective working relationships with those contacted in the course of the work; represent the Town effectively in meetings with others.
- Ability to maintain accurate records and prepare clear and concise reports and correspondence.
- Ability to schedule and coordinate numerous divisional work assignments in an effective and efficient manner.
- Ability to utilize computer applications such as email, word processing, and spreadsheets.

Hours of work and compensation

- Position is exempt full time salaried position (minimum 40 hours per week), with compensation based on experience and qualifications. Working hours are variable with routine evening meetings. Position will also be 'on call' at all times in order to coordinate the Town's response to any emergency matter, including a Town or utility issue.