

RESOLUTION NO. 581-2015

A RESOLUTION ADOPTING THE JOB DESCRIPTION FOR PUBLIC WORKS SUPERINTENDENT, AND REPEALING RESOLUTION NO. 212-96.

Findings

- A. The City Council of the City of Hubbard find there is a need to update the job description for the "Public Works Superintendent."

Based on these findings, the City of Hubbard ordains as follows:

1. The City of Hubbard hereby adopts the Public Works Superintendent job description as set forth in the attached document marked "Exhibit A" attached hereto and by this reference incorporated herein and entitled "*Public Works Superintendent.*"
2. Resolution No. 212-96 is hereby repealed.

INTRODUCED AND ADOPTED this 13th day of January 2015.

CITY OF HUBBARD, OREGON

BY: 
MAYOR

ATTEST:

BY: 
DIRECTOR OF ADMINISTRATION/RECORDER

APPROVED AS TO FORM:

BY: 
CITY ATTORNEY

PUBLIC WORKS SUPERINTENDENT

General Statement of Duties

Perform a variety of administrative and operations functions related to the overall management of the Public Works Department in planning and development, construction, operation, repair, maintenance, and replacement of City water, sewer, street, storm drainage, and parks. Serve as part of the Department Head Management Team, participate in long-range planning for the City as a whole.

Distinguishing Features

Work is performed under the general direction of the Mayor and City Councilors.

Establish and maintain effective working relationships with elected officials, City Engineers, volunteers, City Planners, City personnel, numerous outside agencies both public and private, and the general public.

Operate under state and federal laws, the city charter, ordinances and the direction and rulings of the City Council.

This is a non-exempt position.

Essential Duties

- Provide overall management and supervision of Public Works operations; determine department priorities and scheduling of maintenance and construction projects.
- Maintain an atmosphere of department-wide professionalism and ethics to meet the department's mission and goals.
- Promote teamwork and encourage an atmosphere that will stimulate an exchange of ideas, information and job experience within the department.
- Work in conjunction with the City Engineer and City Planner on the review of private project development, ensuring compliance with codes, regulations, master plans and standards, and adequacy of applications for permits and compliance with approved plans.
- Attend City Council meetings and various other meetings as needed, providing input and receiving direction.
- Perform construction project management.

EXHIBIT "A"

- Conduct performance evaluations of public works employees, interview employment candidates and effectively recommend promoting, hiring, disciplinary and termination actions.
- Oversee the preparation of reviews and updates of numerous master plans.
- Oversee the preparation of the public works budget and assist in preparing the overall city budget, including determining service needs, capital purchases and allocation of resources. Monitor departmental expenditures and evaluate program effectiveness.
- Direct the maintenance of buildings, equipment and vehicles, including the development of preventative maintenance schedules.
- Prepare formal work and on-call schedules for Utility Workers to assure mandatory 24/7 coverage.
- Perform utility worker/foreman duties as needed.
- Promote and ensure adherence to all safety rules, regulations and practices.
- Perform department emergency management functions and is part of the Emergency Management Team.
- Remain current on best practices and new developments in the Public Works profession.
- Performs other related duties consistent with the role/function of this classification.

Required Knowledge, Skills, and Training

- Comprehensive knowledge of management theories and principles.
- Comprehensive knowledge of public administration.
- Comprehensive knowledge of principles/practices of customer services.
- Comprehensive knowledge of City and department operations, policies, and procedures.
- Comprehensive knowledge regarding the operation of heavy equipment including, but not limited to backhoe, tractors and dump truck.
- Comprehensive knowledge of wastewater treatment and collection systems.
- Comprehensive knowledge of water treatment and distribution systems.
- Comprehensive knowledge of park grounds and equipment maintenance.
- Comprehensive knowledge of street maintenance and repair.
- Comprehensive knowledge of storm drainage and best practices.
- Substantial knowledge of SCADA systems.
- Substantial knowledge of computers and software applications.
- Substantial knowledge of conflict resolution.

EXHIBIT "A"

- Substantial knowledge of emergency management functions.
- Substantial knowledge of safety and risk management functions.
- Working knowledge of civil engineering practices.
- Ability to handle confidential information with appropriate discretion.
- Ability to exercise sound independent judgment.
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Ability to prepare and present accurate and reliable reports containing findings and recommendations.
- Ability to efficiently operate a 10-key by touch and a personal computer.
- Ability to effectively respond to, and resolve, questions and concerns from the general public, customers, volunteers, other departments, and outside agencies both public and private.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability and willingness to learn quickly and use new skills and knowledge due to rapidly changing information and/or technology.

Required Education and Experience

Minimum Qualifications:

- High School Diploma or GED
- Wastewater Treatment Grade Level III Certification
- Wastewater Collections Grade Level II Certification
- Water Treatment I Certification
- Water Distribution II Certification
- CPR/1st Aid Certification or Ability to Obtain within Twelve (12) Months of Hire
- At least six (6) years of increasingly responsible experience in Public Works or related field.
- OR any combination of experience and training which provide the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

Preferred Qualifications:

- Associate's or Bachelor's Degree in Public Administration, Emergency Management, Water/Wastewater Technician, or related field.

EXHIBIT "A"

- Project Engineer or Specialized Training
- Certified Pool & Spa Operator
- Certified Public Applicator License for Pesticides
- Cross Connection Specialist
- Bilingual Spanish/English

Required Special Qualifications

- Must reside within thirty (30) minute response time on the basis of availability for on-call and/or emergency services.
- Possession of a valid Oregon driver license, and acceptable driving record.

Essential Physical Abilities

- Ability to operate heavy equipment including, but not limited to backhoe, tractors and dump truck.
- Ability to operate power equipment and common hand tools.
- Ability to lift up to and including 50 lbs.
- Sufficient clarity of speech and hearing or other communication capabilities which enables the employee to communicate effectively.
- Sufficient vision or other powers of observation which enables the employee to review a wide variety of materials in electronic or hard copy form.
- Sufficient manual dexterity which enables the employee to operate a personal computer, telephone, and related equipment.
- Sufficient personal mobility and physical reflexes which enable the employee to function within a general office environment.