

# VILLAGE OF GOODRICH



## Public Works Superintendent

### Job Description

**Reports To:** Village Administrator/Clerk  
**Salary Grade:** TBD  
**Prepared By:** Expert Human Resources, LLC  
**Approved By:** Village Administrator/Clerk

**FLSA Status:** Exempt  
**Supervisory Responsibility:** Yes  
**Prepared Date:** January 26, 2018  
**Approved Date:** January 2018

#### Success Goal

To be an integral component to the efficient and smooth operations of the Village of Goodrich's Public Works operations and functions.

#### Primary Function

Under minimal direction of the Village Administrator/Clerk, using a combination of in-house staff and contractual relationships with outside providers; the Public Works Superintendent coordinates and participates in a full range of construction, maintenance and repair activities associated with municipal infrastructure, including streets, curbs, sidewalks, traffic control and related signage, parking lots, parks, buildings, grounds, dam, recreational sites, forestry program, leaf pick-up program, water and sewer systems, special events and seasonal activities, and motor/equipment pool and related functional areas.

#### Performance Responsibilities – Essential Functions (Other duties may be assigned)

##### General Management

1. Directs and coordinates department staff and operations associated with a full range of municipal infrastructure construction, maintenance, and repair activities.
2. Oversees and participates in all activities, ensuring that quality services are provided in an efficient, cost-effective and timely manner.
3. Ensures the proper use and preservation of all Village property, tools, equipment, appliances, and other resources.

##### Personnel Management and Safety

4. Implements personnel policies and procedures and establishes departmental rules and procedures necessary for safe and efficient operations, including development and adherence to a comprehensive safety program.
5. Hires, trains and supervises staff, ensuring proper evaluation and discipline, and coordinates discharge actions with the Village Administrator.
6. Reviews and approves time sheets, schedules and overtime assignments.

##### Project Management

7. Prioritizes jobs, supervises public works personnel, coordinates work assignments, and ensures quality of work performed.
8. Plans for materials and equipment needs, ensures proper supplies and equipment are available on job sites.

##### Purchasing and Contract Oversight

9. Assists in the development of specifications, the bid process and vendor selection.



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10. Administers contracts for services to ensure work is completed to the Village's standards for quality and efficiency, and according to contractual obligations.

### **Budgets and Reports**

11. Prepares and administers departmental budget. Participates in long-range financial planning for equipment replacement and capital projects
12. Tracks projects and activities, collects data, prepares reports and completes related administrative activities for the department.
13. Submits reports required by State and Federal law.

### **Community Relations**

14. Establishes proactive, effective community relations, responds to inquiries, investigates and follows up on complaints, recommends or initiates remedial action as appropriate.

### **Intergovernmental Relations**

15. Establishes constructive relationships with other governmental units to reduce duplication of effort, increase efficiencies and maximize service quality and availability.

### **Public Works Construction, Maintenance and Repair Work**

16. Participates in all aspects of public works construction, maintenance and repair and work and operates all related equipment and vehicles.
17. Responds to public works emergencies, including those which occur outside of normal business hours.
18. Activities include all tasks associated with:
  - Streets, curbs & sidewalks (patching, painting/stripping, sweeping, plowing, salting, leaf pick-up, crack sealing/overband crack fill construction oversight, etc.)
  - Traffic control and related signage (placing and removing signs and barricades, pavement markings & painting)
  - Parking lots (patching, painting/stripping, sweeping, plowing, salting, leaf pick-up, construction oversight, etc.)
  - Parks & grounds (directly or through contractors: trash pick-up, mowing, trimming, planting, weeding, irrigation systems, tree trimming, chipping, removal, planting, etc.)
  - Buildings & Facilities (custodial work, general maintenance, trash pick-up, light plumbing/electrical/carpentry, painting, etc.)
  - Dam (Visually inspects the Dam and surrounding waterway for any obstruction from debris, removing debris if necessary, checks gates for damage and that the gates are open to provide adequate flow if necessary. Visually inspects the earth, rock and concrete of the dam and surrounding embankments for erosion and/or seepage.)
  - Water and sewer systems (oversee contracted sewer cleaning, repair & construction, water system work)
  - Special events and seasonal activities (decorations, set-up, traffic control, signage, banners, etc.)
  - Motor/equipment pool (basic maintenance and repairs, oil changes, grease & lubricate, change lights, etc.)
  - Road kill (pick up all types and sizes of road kill and dispose of it properly.)
19. Attends Village Council meetings and others as required, including meetings scheduled outside normal business hours, and makes presentations as requested.



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20. Keeps abreast of legislative and regulatory developments, new administrative techniques and current issues pertinent to Public Works functions.
21. Performs any other requirements to fulfill the Public Works Superintendent position.
22. Promotes and builds good working relationships with staff of the Village of Goodrich. Embraces mission. Works with staff; assists whenever and wherever needed/required.

## Qualifications

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. High School Diploma, GED, or equivalent.
2. Training in skill trades, building/construction management, or related field, preferred.
3. Valid State of Michigan Commercial Driver's License (CDL) with the designations appropriate for the Village's fleet, a satisfactory driving record, and the ability to maintain one throughout employment.
4. At least three (3) years in infrastructure construction and maintenance or related field. Previous supervisory experience is preferred.
5. Associate or Bachelor's Degree in related field, preferred.

## Competencies

To perform the job successfully, an individual should demonstrate and/or possess the following competencies:

High-level knowledge of Public Works operations	Self-starter and dependable
Knowledge of the materials, equipment, and safety procedures associated with municipal public works activities.	Ability to work as a team and independently
Personal effectiveness, credibility, and ethical conduct	Stellar problem solver
Strong performance and project management skills	High energy
Ability to serve in an on-call capacity and respond to public works emergencies outside of normal business hours.	Ability manage multiple priorities, and work within deadlines
Excellent attention to detail	Flexibility
Skill in supervising staff and coordinating the work of others	Strong organizational skills
Ability to speak and write clearly and concisely	Stellar Organizational skills
Ability to analyze, research, and interpret data	Confidentiality
Ability to work constructively and interact professionally with employees, elected officials, the general public, and various professional contacts.	Skill in handling difficult public relations issues with tact and diplomacy
Skill in the operation and maintenance of all public works equipment	Ability to interact professionally with employees, public, and various contacts
Ability to work with a diverse group of people	Ability to make decisions



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## **Language Skills**

Ability to read and comprehend complex instructions, correspondence, and memos, including public works reports, and Village of Goodrich documents. Ability to appropriately respond to common inquiries or complaints from customers, regulatory agencies, and/or members of the Village Council. Ability to effectively present information in one-on-one and small group situations to leadership, Village of Goodrich Council, committees, community members, visitors, and other employees.

## **Supervisory Responsibilities**

Supervises Public works equipment operator/ maintenance workers, seasonal staff and others as assigned of the Village of Goodrich.

## **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

## **Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to quickly define problems, collect data, establish facts, and draw valid conclusions.

## **Computer Skills**

To perform this job successfully, an individual should have knowledge of basic computer skills and knowledge of Microsoft Office Suite products, emails, group messaging, data collection, program management, and other database and spreadsheet programs.

## **Physical Demands**

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

While performing the duties of this job, the employee is frequently required to walk, stand, stoop, climb up, climb down, work in confined spaces, push, pull, reach, balance, talk, hear, and/or use repetitive motions. The employee is occasionally required to sit. Specific vision abilities required by this job include close vision, distance vision, and depth perception. The employee must occasionally lift and/or move up to 100 pounds. The employee is expected to travel frequently.

An employee in this position must have the strength, stamina and physical coordination needed to gain access to construction sites and to participate in heavy physical labor, including heavy lifting and extreme physical exertion, and must have the vision capabilities and manual dexterity needed to operate heavy equipment. The employee is required to do all of this in every type of weather condition, including extremely adverse weather conditions, extreme heat and severe cold weather.

## **Work Environment**

The work environment characteristics described here are representative of those associated with construction sites and public works maintenance activities, while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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The work environment may involve loud machinery, treacherous terrain, uneven ground, access to confined spaces, dirt, dust, fumes, chemicals, heat, cold, smoke, hazardous materials, and other dangers associated with construction sites and maintenance activities may be involved. The noise level in the work environment is usually loud to very loud.

## Village of Goodrich Equal Opportunity Employer Statement

Village of Goodrich is an equal opportunity employer. Village of Goodrich prohibits discrimination and harassment of any type and affords equal opportunity to employees and applicants without regard to race, color, religion, sex, national origin, age, pregnancy, disability, genetic information, or any other protected class.

## Disclaimer - Other Duties

Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

## Signatures

Village Council Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Employee signature above constitutes employee's understanding of requirements, essential functions, and duties of this position)