



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
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POSITION DESCRIPTION

Job Title: Public Works Superintendent
Department: Public Works
FLSA Status: Exempt
Job Code: 80
WC Code: 8742
Effective Date: March 1, 1993
Last Revised: July 1, 2014
Pay Grade: NU19
Union: Non Union

SUMMARY

Assists in the planning, development of, directs, coordinates, and monitors the maintenance programs and county force construction of roads, bridges, and other structures owned and operated by Josephine County; as well as the financial, equipment fleet, and facilities, management information systems that provide the kind and type of information needed to plan and carry out Public Works service delivery in an efficient and effective manner; organizes and directs certain administrative functions, procurement activities and special projects; assists in development of budgets; does related work as required.

An employee in this classification is responsible for the daily equipment fleet and public works facilities programs and related administrative functions of the Public Works Department. The employee has the responsibility for long term planning and preparation and assuring the adequacy of various department management information systems. Work is performed under the direction of the Public Works Director who reviews work primarily on the basis of results attained. Direct supervision is exercised over supervisors of sections within the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Receives general assignments from the Public Works Director and then coordinates and/or completes major departmental special projects, studies, forecasts, or reports covering multiple divisions, agencies or functions. Participates in the development of the department budget and the establishment of certain management objectives and services.
2. Assists in the development of and directs the equipment fleet replacement and acquisition program and equipment maintenance management program; develops and supervises preparation of equipment cost analysis records, equipment inventory and rental rates; prepares special reports, specifications and contract documents for equipment acquisition.
3. Develops and supervises preparation of project and facilities cost analysis records, coordinates and oversees material purchases, inventory control and unit cost development; analyzes fund accounting and makes

recommendations on effective internal cost control measures; monitors expenditures and distribution of budgeted funds to assure compliance with approved limits for assigned programs.

4. Assists in development of and supervises maintenance of Public Works buildings, shops, special facilities, and sites; assists in the development of, compiles data for, and monitors annual maintenance program management system for roads, bridges, special facilities, and related appurtenances.
5. Analyzes effectiveness of programs and recommends improvements to existing services, equipment and operating systems; researches, analyzes and evaluates new developments in assigned area and works to expand existing programs and services; develops and recommends new programs and program modifications.
6. Supervises subordinate employees including reviewing work, evaluating performance, taking necessary disciplinary action and effectively recommending on hiring and termination decisions.
7. Responds to citizen inquiries, requests for information and complaints regarding Public Works Department programs and activities.

SUPERVISORY RESPONSIBILITIES

Directs and supervises the activities of the Maintenance Construction Supervisor(s) who in turn supervise subordinate employees including reviewing work, evaluating performance, taking necessary disciplinary action and effectively recommending hiring and termination decisions.

QUALIFICATIONS

General knowledge of the principles and practices of program management and public works administration, including budget development, monitoring and evaluation. Knowledge of data collection and analysis and research methodology. Knowledge of the application and interpretation of federal, state and local rules and regulations, codes and ordinances as they relate to the area of assignment. Knowledge of modern supervisory and management principles and practices. Knowledge of management information systems for financial activities, equipment fleet maintenance and acquisition and public works facilities maintenance. Set work priorities and train, direct, motivate, and evaluate the work of staff supervised; apply judgment and discretion in resolving problems and interpreting policies and regulations; develop, organize and oversee work programs and management information systems including monitoring budgets and funding, grant preparation and administration requirements and progress reviews. Establish and maintain effective working relationships with other staff, service providers, public officials, the general public and representatives of other agencies. Communicate effectively, both orally and in writing, and to make effective public presentations of technical, complex and sometimes confidential information. Establish and maintain accurate records of assigned activities and operations, and enforce work and safety rules.

EDUCATION AND EXPERIENCE

Bachelors Degree in related field plus five (5) or more years progressively responsible professional experience in public works administration, procurement, business management, and/or budgeting with at least one year of supervisory or managerial experience; or any satisfactory combination of experience and training which provides the applicant with the desired skills, knowledge and ability required to perform the above described duties.

JOB IMPACT

Consequences of error could include loss of time and money due to decisions based on incorrect or inaccurate management information systems and records and also could include litigation as a result of injury or property damage due to faulty equipment or failure to enforce adequate work place safety standards. The problems encountered generally revolve around applying and meeting local, state and federal laws and regulations pertaining to financial records, equipment fleet standards, public works facilities standards, as well as personnel issues.

JOB CONTACTS

This position has frequent contact with outside agencies and the public pertaining to public works administration, operational and facilities management issues, procurement and budget. Frequent contacts are also made with other County departments, City departments, state and federal agencies, and private contractors for information. This position also has frequent contact with all sections within the department.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business

community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITIES

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.

OTHER SKILLS AND ABILITIES

Operation of personal computers, calculators, and other office equipment. Ability to understand and operate complex machinery used to maintain roads, bridges, and other structures owned and operated by the County.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain a valid Oregon Class A Commercial Driver License, with all applicable endorsements; safe driving record. Possession of or ability to obtain certification for first aid, CPR and "First Responder-Awareness" training. Certification in Traffic Control. This position is subject to the Federal Motor Carrier Safety Administration rules and regulations including random drug and alcohol testing. As a condition of continued employment, incumbents are required to comply with DOT drug and alcohol program testing requirements and all associated County policies.

WORK ENVIRONMENT

This position works primarily in an office for management and administrative duties including documenting and/or inspecting activities to insure compliance with established objectives or performance standards. Some time is spent in the field to gather data, and to review appropriateness of construction and maintenance activities. This position also requires infrequent after-hours call-outs due to traffic accidents, severe weather, and other public works related emergency situations. While performing the duties of this job, the employee may be exposed to extreme weather conditions. The noise level in the work environment is generally moderate.

This position is impacted by rush jobs and deadlines for completing records and reports; repetitiveness on a daily basis with review of financial, equipment fleet and facilities management information systems; and uncontrollable interruptions and distractions from primarily personnel and to a lesser degree the public.

BACKGROUND INVESTIGATION

May be subject to background investigation, including criminal background investigation and a DOT physical, drug screen, and functional capacity evaluation. Conviction of a crime will not necessarily disqualify an individual for this classification.

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.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 25lbs			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speech, Vision & Hearing					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Depth perception	Describe: Drawings/ Plans/ Job Sites			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>