

Code No.:

Pay Grade: 16

Pay Range: *Dependent on Qualifications and Experience*

City of Cambridge, Maryland

CLASS SPECIFICATION

SUPERINTENDENT OF PUBLIC WORKS

DEFINITION OF CLASS: *This is a highly responsible position with supervisory and technical work involving overall responsibility for planning, coordinating and directing diversified public works efforts and related projects such as Street Maintenance and repair, Sanitation Collection, Equipment Maintenance, Municipal Property Management and Maintenance, and Park Management and Maintenance. Employee provides administrative support in the areas of budget, personnel, purchasing, contract preparation, customer service, production control, and safety. The employee is subject to being called back outside normal working hours. Work is performed with latitude for independent judgement and action within the scope of established policies and procedures. Work is performed under the general direction and guidance of the City Manager, and is reviewed through conferences, reports and observation of effectiveness of operational functions. This is a "Classified, Exempt, Safety-Sensitive" position.*

EXAMPLES OF DUTIES (Includes, but is not limited to):

Public Works

Supervises Assistant Superintendents of Public Works for Sanitation, Streets and Utilities and Municipal Properties Management.

Assigns and directs personnel in emergency situations, i.e. snow and ice removal, flooding, hurricanes, etc.

Ensures that all equipment is properly repaired and maintained by mechanic and equipment operators.

Performs personnel-related work for division including but not limited to, maintaining personnel files, maintaining time and attendance records.

Prepares time and attendance reports to be submitted to payroll department bi-weekly.

Responsible for the preparation of contracts for the purchase of equipment, municipal services, supplies, etc. for division.

Responsible for preparation of the annual operating budget including researching, compiling, and projecting fiscal requirement and preparing budget document for division to be submitted to the city manager.

Attempts to resolve subordinate personnel problems; but may consult with city manager in solving more difficult problems.

Responsible for purchasing, inventory control, equipment, and supplies.

May receive, investigate and resolve complaints and inquiries from employees and public concerning public works division functions and operations.

Responsible to be the liaison between the division and other branches of the municipal government, and the general public in administrative matters.

Coordinates regular division safety committee meetings.

Responsible for filing and overseeing workers compensation claims in the division.

Coordinates with police department staff the filing and follow-up of public works vehicle accident claims.

Files and oversees damage claims as directed.

Coordinates city participation in Ironman, Eagleman, and other community events and uses of city public spaces.

Personnel

Assists the city manager with oversight of liability claims

Assists the city manager in oversight of city health insurance plan

Provides leadership to employee wellness programs as directed

Coordinates job announcements and candidate selection process as directed

Performs other duties as required.

MINIMUM QUALIFICATIONS:

Completion of high school or G.E.D. and a minimum of 10 years experience in the field of public works or comparable experience and education with at least five (5) years experience in supervisory or administrative capacity.

Possess positive public relations skills in working with: employees under his/her supervision; contractors; other city personnel; general public.

Knowledge in budget preparation and management.

Ability to compile and interpret information for internal report preparation.

Knowledge in personnel and purchasing management functions.

Knowledge and ability to enforce safety precautions with respect to work methods and equipment operations.

Ability to communicate effectively orally and in writing.

LICENSE:

Possession of a valid Maryland Driver's License. License to be in good standing and acceptable by the City of Cambridge's insurance company.

PHYSICAL ABILITIES:

Requires the ability to function both indoors in an office environment (approx. 60%) and outdoors (approx. 40%) often under adverse weather conditions.

Requires cardiovascular fitness to walk 400 yards over varying terrain.

Requires sufficient ambulatory ability to move about the office and outdoor field

locations and to bend, stoop, reach, and climb.

Requires near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, observe moving objects, and observe physical layouts.

Requires manual and finger dexterity to write and to operate microcomputers and other office equipment.

Requires the ability to alternatively sit and stand for sustained periods of time to observe construction and perform counter work.

OTHER:

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Classification Established: November 25 1996

Revised: April 14, 2008

Revised: July 11, 2011

Revised: January 2020