

Code No.: 340
Pay Grade: 13
Pay Range: \$38,236 - \$71,592

City of Cambridge, Maryland

CLASS SPECIFICATION

SUPERINTENDENT OF PUBLIC WORKS

DEFINITION OF CLASS: *This is a highly responsible position within the Department of Public Works, 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, Public Safety Building 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 judgment and action within the scope of established policies and procedures. Work is performed under the general direction and guidance of the Director of Public Works, 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):

Supervises, plans, and coordinates various daily public works projects, including but not limited to municipal property management and maintenance, including City-owned buildings and parks, road and street repair and construction, storm and sewer drain maintenance, sanitation collection, and heavy equipment operation and repair.

Directs and supervises Assistant Superintendents of Public Works for Sanitation, Streets and Utilities, Municipal Properties Management, and Public Safety Building Maintenance.

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

Makes decisions and advises Director regarding major operational problems surrounding municipal property maintenance, highway and streets, park maintenance, and municipal equipment.

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 Director.

Attempts to resolve subordinate personnel problems, but may consult with Director in solving more difficult problems.

Responsible for all accounting functions of the division, including inventory control, equipment, and project cost analysis.

May receive, investigate and resolve complaints and inquiries from employees and public concerning DPW 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.

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 DPW or comparable experience with at least five (5) years experience in supervisory or administrative capacity.

Have the ability to operate a wide variety of equipment; examples but not limited to, dump trucks, sewer vactor-jet, sanitation trucks, back-hoe, pay loader, etc.

Experience in minor electrical and plumbing repairs in the following areas to include, but not limited to, the repair and maintenance of DPW machinery; the repair and maintenance in or around underground construction sites; repair and maintenance in sewer main construction.

Have experience in heating/air conditioning; plumbing; carpentry; masonry;

Interpretation of blueprints and schematics for various applications.

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

Considerable knowledge in budget preparation, payroll analyst, and management of daily administrative duties to include, but not limited to, accounts payable and various required reports, submission/recommendation for annual budget preparation.

Ability to compile and interpret statistical data, reports, and other pertinent information.

Considerable knowledge in park maintenance, such as equipment safety, grounds maintenance, and park safety in general.

Considerable knowledge and experience in road maintenance and construction and other public works related projects.

Considerable knowledge of road construction and maintenance materials, methods and equipment.

Thorough knowledge of and ability to instruct others on the use and operational capabilities of various maintenance and construction equipment.

Knowledge and ability to enforce safety precautions with respect to work methods and

equipment operations.

SUPERINTENDENT OF PUBLIC WORKS

Page 3

Ability to perform moderate to heavy limited manual labor often under adverse weather conditions.

Ability to communicate effectively orally and in writing.

LICENSE:

Possession of a valid Maryland "Class B" Commercial Drivers License. License to be in good standing and acceptable by the City of Cambridge's insurance company.

Possession of or ability to obtain within two (2) years from the date of appointment a Class 2 Wastewater Collection System Operator Certification.

PHYSICAL ABILITIES:

Requires the ability to function both indoors in an office environment (approx. 50%) and outdoors (approx. 50%) often under adverse weather conditions, climb standard ladders (250 pound weight limit), negotiate obstacles, navigate crawl and concealed spaces, tolerate dust and mold, lift up to sixty (60) pounds.

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