



Town of Milliken

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Milliken, CO 80543
Weld County

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<http://www.millikenco.us>

PUBLIC WORKS SUPERINTENDENT

FLSA STATUS: Exempt

DEPARTMENT: Public Works Department/
Storm Drainage/Streets/Utilities/Maintenance Division

REPORTS TO: Public Works Director

APPROVED DATE:

POSITION SUMMARY AND DEFINITION:

Plan, coordinate, and supervise the operations, activities, and work of a Town Public Works and utilities Operations function. Includes operation, maintenance, repair, and improvements of any of the City's storm drainage system, streets, parks and open space and Town owned facilities. Assignments require direct and indirect supervision of personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Milliken retains the right to modify or change the duties or essential and additional functions of the job at any time.

- Works in conjunction with the Public Works Director by providing oversight to the Public Works and Parks Departments. Coordinates the priorities of each department through the direction of the Public Works Director.
- Provides direct supervision of all positions, employees, and functions within the Storm Drainage Maintenance, Parks & Facilities Maintenance, Street Maintenance, and Utilities Maintenance Teams.
- Plan, coordinate, supervise, and review operations, services, maintenance, repairs, and/or improvements of the Towns storm drainage systems; parks & open space, facilities, street, alley, and parking lots including snow and ice removal.
- Assist in the development and implementation of goals, objectives, work plans, policies, and priorities.
- Inspect operations, activities, and work and identify methods to improve efficiency and productivity.
- Review and coordinate activities, including scheduling routes, personnel, materials, and equipment appropriate to assignments.
- Manage a function's operations including completing and reviewing regulatory, financial, and other reports, authorizing expenditures, and working with consultants.
- Prepare project cost estimates, work schedules, and activity reports; maintain daily records of personnel, time, equipment, and materials used; maintain adequate equipment, tool, supply, and material inventories.
- Requisition and purchase supplies and materials. Prepare purchasing and equipment specs, evaluate purchasing options and vendors, and make recommendations.
- Schedule and supervise vehicle and equipment maintenance.
- Investigate and respond to citizen inquiries or complaints regarding activities and services.
- Interview, select, train, supervise, and evaluate subordinate personnel. Provide safety information and training to subordinate personnel. Review and approve timesheets.
- Oversee related services and activities impacting the public/customers as necessary.
- Assist in the preparation and administration of budget for the division/department.
- Supervise and assist in snow and ice removal operations.

- Oversee inspection and project management of contract services on Public Works Operations related contracts.
- Represents the Town in various capacities on panels, committees, commissions, task forces and relevant forums.
- Perform other duties as assigned and required.

CONTACTS:

Other Town Department Supervisors/Outside Agencies/Contractors: Contacts are primarily made at the supervisory or professional level within other functions or departments to coordinate joint work activities and special events/projects and resolve conflicting schedules or requirements.

Citizens: Contacts require the investigation, resolution, and closure of customer concerns and issues. Explains rationale and clarifies intent of Town operational procedure and policy.

Vendors: Contacts required making purchases and overseeing Public Works contracts.

KNOWLEDGE, SKILLS, AND ABILITIES:

Any combination of education and experience equivalent to the completion of an Associates' Degree or the equivalent in construction management, civil engineering or another related field, preferred. A minimum of 5 years Public Works experience including related specialized training in area of responsibility. Of which two years must be in a lead worker or supervisory capacity.

- Materials, methods, equipment, and practices used in operations and activities of functional area supervised.
- Types and levels of service generally performed in related programs.
- Vehicle and related equipment repair and maintenance.
- Occupational hazards and standard safety precautions necessary in work.
- Principles of project management.
- Geography of the Town, including street layout and location.
- Effective and efficient work practices for estimating time, costs, materials, staffing, and equipment needs.
- Principles and practices of supervision, training, and performance evaluation, testing and maintenance.
- Applicable Local, County, State and Federal Codes, Laws applicable to the activities of the operation.
- Set priorities and schedule work according to specific needs.
- Keep records, perform applicable tests and make reports.
- Administer and supervise the various functions assigned to the division.
- Effectively deal with subordinate personnel and resolve issues with the general public.
- Prepare and administer an operational budget.
- Recommend purchases of supplies, equipment, and tools.
- Proficiently operate all equipment within the operation.
- Communicate clearly and concisely, both verbally and in writing.
- Provide instruction in operation of equipment, work methods, and safety practices.
- Read and interpret maps, blueprints, diagrams, construction drawings, and/or documents related to functional area.
- Select, supervise, train, and evaluate subordinates.
- Materials and equipment to repair lawns, sprinklers, facilities and other park and facility items.

Special Qualifications:

Possession of a valid Colorado Driver's License and Colorado CDL required or able to obtain within 6 months of employment.

MATERIAL AND EQUIPMENT USED:

- Standard office equipment including, but not limited to, personal computer and associated hardware and software, telephone, copier, calculator, and fax.
- Various public works vehicles and equipment including, but not limited to, trucks, utility vehicles, passenger vehicles, various light to heavy maintenance and construction equipment, snow plows, and various hand and power tools.

Milliken, Colorado

Title: Public Works Superintendent

Effective Date: August 2016

Page 2 of 3

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

- Work is performed in a generally pleasant work environment and working outside supervising crews in various environmental conditions.
- Requires occasional heavy lifting/carrying (up to and over 50 lbs.), pulling, pushing, reaching, bending, stooping, twisting, kneeling, and squatting; frequent walking, standing, and sitting from 1-8 hours per day; constant use of fingers and hands, correctable vision, ability to distinguish colors, hearing, speaking, writing and driving.
- Requires frequent reading of documents, blueprints and maps, use of confidentiality, problem solving, math and reasoning, detailed work, verbal and written communication, customer contact, multiple concurrent tasks; frequent exposure to stress.
- Requires occasional exposure to constant noise, dust, fumes, smoke or gases, solvents, grease and oils, exposure to sun, slippery and uneven walking surfaces, working around machinery and moving vehicles; frequent exposure to excessive intermittent noise and irregular/protracted work hours, working alone and working closely with others.
- Requires physical abilities of an Equipment Operator when participating in work operations.
- Requires being on-call to respond to emergencies and snow-removal needs. Flexible schedules may be required to fulfill organizational needs.

EXPERIENCE AND TRAINING

- Five years of progressively responsible experience in Storm Drainage Maintenance, Street Maintenance and Utilities Maintenance, Parks & Facilities Maintenance including three years administrative and supervisory responsibilities. Two years of experience must be in a lead worker or supervisory capacity.
- Must have the ability to communicate effectively with the Board of Trustees, Town Staff, boards, commissions and the public, both orally and in writing, and the ability to deal with a variety of people.

The Town of Milliken is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state, and local laws and Town values that promote employee participation in the delivery of quality services to and on behalf of the community. Accordingly, the Town celebrates diversity in the workforce.

This job description has been reviewed and approved:

Department Director

Date

Human Resources

Date

Town Administrator

Date

Employee

Date