

CLASS TITLE: PUBLIC WORKS SUPERINTENDENT **DIRECTOR**

PURPOSE OF CLASS: Under general supervision, directs, coordinates, and participates in the overall work of public works department; performs related work as required.

EXAMPLES OF TASKS PERFORMED WITHIN CLASS

Primary Tasks:

- Perform annual performance evaluations for all departmental employees.
- Review the monthly actual-to-budget reports to ensure department is functioning within the budgeted guidelines.
- Perform cost analysis for the department.
- Annually prepares a proposed budget request for the department and meets with the Town Administrator and Finance Director concerning the budget request.
- Supervises a full-time Staff and participates in streets, buildings, and grounds work.
- Advises Town Administrator on departmental functions.
- Coordinates street maintenance using marl and asphalt and fill as necessary.
- Work includes pesticide application for mosquito control; heavy equipment operation including dump truck, tractor, back-hoe, bob-cat and other equipment; light maintenance of all vehicles including oil change, greasing, and tire rotation, etc.
- Supervision of right-of-way mowing and trimming and repairs to sidewalks.
- Street sign and Ordinance sign maintenance and installation.
- Ditch maintenance, and related tasks.
- Follow up on public complaints regarding trash, dead animals, dune maintenance, and fence maintenance.
- Clean, rebuild, and install catch basins.
- Installation and removal of all trash cans on beach strand and Main Street.
- Build walkways (cut, stack, and lumber) from Main Street to the beach.
- Maintain all walkways as well as keep brush clear year round.
- Prepare and assist in the preparation of the work program.
- Coordinate work operations with other Town Departments.
- Prepare operational records and reports.
- Perform various general maintenance tasks such as shop housekeeping, change lights, and air filters, move furniture, set up new furniture, and any needed tasks necessary for employees at Town Hall.
- Place and remove the banner for the various seasons on the telephone poles for the Beautification Committee.
- Responsible for payroll and accounts payable if payroll clerk is absent.
- Cover front desk when Customer Service personnel are out. This will include all central collections.
- Oversees of street light system.
- Oversees **the operations and equipment of the Beach Code Enforcement Patrol Division including hiring, supervising and training of the on-site supervisor and temporary employees.**
- **Oversees the operation of the Roll Cart Program including hiring, supervising and training of the staff.**
- Perform other duties as required.

Equipment Operated: All assigned equipment as required including the backhoe, dump track, tractor, and bob cat.

Reporting Relationship: This position reports to the Town Administrator.

Working Conditions: Works involves continuous outside activity with exposure to inclement weather conditions.

Education: Graduation from a standard high school and including the completion of technical courses and/ or training in related public works activities. Experience in public contact; some supervisory experience.

Experience: Considerable experience in public works maintenance trade; or an equivalent combination of training and experience.

Knowledge, Skills and Abilities:

- Considerable working knowledge of the methods, materials, tools, and equipment utilized in various public works maintenance projects and tasks.
- Good working knowledge of the work hazards applicable safety standards associated with assigned projects.
- Operates a variety of medium construction equipment requiring skill; minor repairs and maintenance of vehicles and equipment.
- Skilled in the operation of assigned equipment.
- Ability to plan, assign, and supervise the work of subordinates and to instruct same in proper work methods and procedures.
- Ability to prepare work records and reports.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to obtain CDL and pesticide applicator's license required.

Special Requirements: Possession of a valid North Carolina driver's license CDL.