

# CITY OF CANTON – POSITION DESCRIPTION

## SUPERINTENDENT OF PUBLIC WORKS

CLASS 524

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**GENERAL STATEMENT OF DUTIES:** This is a responsible and managerial position. An employee in this classification directs the management and administration of the Street Department, which includes supervision, policy development, procedures, personnel safety, purchasing, training, and hiring. The Superintendent coordinates all activities for the Street Department and is responsible for the apportionment of manpower and equipment among the foremen. The individual is responsible for developing and monitoring the departmental budget and handling confidential materials such as personnel files. The Superintendent is responsible for the direction of work and manner of accomplishment of the departmental staff. The individual reports directly to the Director of Public Service.

**MINIMUM JOB QUALIFICATIONS:** Graduation from an accredited college or university with a bachelor's degree in public administration, business administration, or a related field; and extensive supervisory experience, preferably with the City of Canton; or an equivalent combination of education, experience and/or training which provides the required knowledge, skills, and abilities.

**UNIQUE REQUIREMENTS/PHYSICAL REQUIREMENTS:** Knowledge of modern management principles, practices, and theories. Ability to administer in accordance with those principles. Ability to coordinate the operations of the departments under his or her supervision. Ability to organize and develop plans, records, budgets, and reports. Ability to utilize computers for budgeting methods and spreadsheet applications. Limited knowledge of motor equipment maintenance. Ability to prepare technical and administrative reports. Ability to analyze situations and develop workable solutions. Ability to present ideas effectively, orally and in writing. Ability to establish and maintain effective working relationships with elected officials, department heads, City employees, other agencies, and the general public. Ability to supervise, coach, motivate, and challenge the departmental staff.

**ESSENTIAL FUNCTIONS:** Performs supervisory, managerial, and administrative functions in the office, the garages, and on the streets of the City as described in the General Statement of Duties.

**DESCRIPTION OF WORK:** *The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Responsible for creating and enforcing rules and regulations for the administration of the operations under his or her supervision.

Responsible for developing, coordinating, evaluating, managing, and encouraging the implementation of various programs for the Street Department.

Manages and supervises the operations of the Street Department and the activities of the staff. Ultimately responsible for the direction of work crews engaged in street repair and maintenance and related activities. Assign areas of work and performs frequent inspections to ensure that street standards are met. Must ensure that performance standards are met.

Directly responsible for operations monitoring for the Street Department in its delivery of services to a constituency. Utilizes various media to review the activities of the departments. Examines the efficiency, effectiveness, service timeliness, problem situations, and then works with the

resources so as to maximize the end products of the department.

Plans and coordinates all resources for the Street Department. Since Public Works activities are seasonally affected, ensures that equipment is readied and employees are situated to deal with seasonal activities. Plans programs well in advance of the seasonal requirements. Sets operating objectives that require constant planning and strategizing to accomplish.

Handles citizen complaints regarding street work orders. Reviews computerized work assignments with foremen to ensure that work orders are completed in a timely manner. Interacts with citizens, sometimes hostile or upset, on a regular basis. Communicates the departmental program limitations to the citizenry.

Implements policies and procedures established by the administration. Identifies problems and potential problems, and recommends solutions to senior management. Provides detailed information and guidance to employees in personnel matters. Resolves employee complaints, grievances, and discipline according to the collective bargaining agreement and/or the City's policies and procedures. As questions regarding contract provisions, rules, and policies arise, must develop, recommend, and/or implement policies to deal with various conditions.

Plans and monitors the budgetary operations of the department. Authorizes departmental budget money to be spent. Makes recommendations to senior management on the departmental budget. Determines equipment and supply needs. Prepares and maintains records and reports. Obtains quotations for repair of major equipment by outside firms by defining scope of work needed, evaluates the quotations, initiates requisitions for purchase orders to the appropriate company, and follows through on work to its completion.

Prepares and maintains records and reports delineating the activities of the department.

Keeps abreast of professional development in the fields of public works and management by reading and studying journals and trade magazines.

Handles confidential materials such as proposed plans, personnel files, and financial information.

Coordinates efforts with various other departments. Communicates with Auditor's Office and Human Resources regarding departmental payroll matters; responds to requests for services provided by the Street Department

May represent the Street Department before City Council if directed by the Service Director, the administration, employee organizations, the press, and civic groups.

Discusses operational and departmental problems with managers of other City organizations, employee groups, and individual employees.

Directly supervises staff activities on a daily basis. Responsible for the direction of work and manner of accomplishment of departmental staff.