

## CITY OF PHOENIX

### **PUBLIC WORKS SUPERINTENDENT (PWS) POSITION DESCRIPTION**

Working under the supervision of the City Manager, manage all phases of assigned Public Works projects from inception to completion. Plan, organize, manage and participate in the work of staff engaged in developing, implementing and administering Public Works projects. Plan and monitor performance against project goals and objectives and ensure project results. Lead and participate in efforts to build project support. Participate with internal and external project stakeholders, including city personnel, elected and appointed officials, property owners, colleagues, co-workers, consultants, developers, business owners/managers, other governmental agencies and the general public.

Of considerable importance is the need for the PWS to develop positive working relationships with staff. It is important for staff to know that their input is valuable and that it will be listened to and considered. The promotion of teamwork, accountability and responsibility within the Public Works Department is vital to future success.

The PWS is expected to demonstrate outstanding customer service in all interactions with the City Council, other city employees, other agencies, businesses and the public at large.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The duties and responsibilities are not to be construed as all-inclusive. The essential duties will include other responsibilities as assigned or required.*

1. Manages all aspects of assigned Public Works programs and projects, including, but not limited to consultant selection and management, budget development and management, project schedules and work activities, staff oversight, and contract document development and management.
2. Develops and implements policies, procedures, plans and ordinances related to assigned programs and projects.
3. Researches and writes grant applications in support of current and future programs and projects. Administers grant funds received and meets all reporting requirements.
4. Researches and reviews records, regulations and laws pertaining to projects assigned, and applies them as appropriate to achieve project objectives. Ensures proper maintenance of public records pertaining to programs and projects assigned.
5. Supervises and works with the Lead Utility Worker to plan and review the work plans for maintenance and staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
6. Prepares, monitors, reviews and evaluates water reports, records, logs and graphs to confirm proper water system operations. Assures compliance with federal, state and city regulations and policies. Manages the City's' cross-connection and pavement management programs.
7. Provides direct supervision to employees implementing operations and maintenance programs. Prepares written evaluations, recommendations for promotion or demotion, and employee discipline in accordance with City policies and procedures. Participates in Interviews and hiring decisions for division staff and arranges required and elective training.

8. Submits budget needs annually and manages budget for water, streets, parks and equipment maintenance. Participates in long-range financial planning, developing fees and charges and renewal and replacement programs.
9. Develops and maintains Capital Improvement Plans for equipment, buildings and other tangible assets.
10. Develops and maintains Plans and Priorities for improving and maintaining city streets. Water systems and parks. Includes rating the condition of streets and presenting improvement recommendations and priorities to the City Manager and City Council.
11. Reviews difficult or sensitive customer relations issues and implements corrective actions.
12. Establishes and maintains a positive customer service orientation within the divisions.
13. Oversees safety of division employees by instructing employees in proper safety procedures and monitoring work in progress.
14. Informs and advises the City Manager, Department Heads and the City Council on key technical and policy issues related to assigned programs and projects. Provides briefings; prepares technical project reports; letters; memorandums and other documentation; and gives presentations on key project issues.

#### **EDUCATION AND EXPERIENCE:**

Bachelor's degree in Project Management, Civil Engineering, Construction Management, Public Administration, Engineering or a closely related field. An equivalent combination of education, experience, and training providing the knowledge, skills and abilities necessary to perform the essential functions of the position may be substituted on a case by case basis.

Two years' experience in the various facets of project management, public infrastructure construction and planning. Experience in Public Works project management, or administration is desired.

Two years of supervisory experience.

#### **SKILLS AND KNOWLEDGE:**

##### ***Ability to:***

1. Read and interpret Engineering and Architectural Drawings.
2. Prepare, understand and interpret REQUESTS FOR PROPOSALS (RFPs) and contracts.
3. Conduct technical research and solve problems.
4. Prepare reports and recommendations for a wide variety of audiences including staff, the City Manager, City Council and external organizations.
5. Communicate effectively both orally and in writing. To speak effectively in public and make presentations to groups while to audience questions.
6. Review, monitor and inspect work completed in the city by staff and contractors for completeness, quality and timeliness. Ensures work is completed within desired specifications.
7. Organize complex projects while working under time constraints.
8. Multi-task, independently make sound decisions and maximize organizational effectiveness.
9. Provide effective leadership, supervision and motivation to staff.

10. Work effectively with technical experts from a variety of specialties such as engineering, street and water systems design, Parks design, etc.
11. Fully utilize common software packages for communication used in the city such as Word, Excel and PowerPoint.

***Knowledge of:***

1. Applicable federal, state and local laws, regulations and policies. Laws and rules associated with transportation systems.
2. Materials, methods, techniques and regulatory guidelines used in construction, operation, and maintenance of water systems and streets.
3. Principles and practices of program development and administration.
4. Methods and techniques of public works system design and construction.
5. Basic engineering principles as they relate to water, parks and streets.
6. Principles and practices of budget preparation and budget management.
7. Principles of supervision, training and performance evaluation. Knowledge of conflict resolution methods and practices.

**PHYSICAL DEMANDS OF POSITION:**

In the performance of duties, the employee may be required to sit for long periods of time, with occasional bending, stooping or kneeling. Required to frequently lift light to moderate loads of up to 25 pounds. Position requires extensive reading and close-up work and the frequent use of a computer keyboard. The employee in this position is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch/crawl and smell. Physical demands for this position exceed what is typically found in an office environment due to performing occasional field duties.

**TOOLS AND EQUIPMENT USED:**

In the performance of duties, the incumbent may use the following tools and/or equipment; multi-line phone systems; personal computer; data base software; copy and fax machines; calculator; measurement systems for street and water systems; automobile or truck; and other related tools and equipment.

**WORKING CONDITIONS:**

Work is performed in a wide variety of environments including office, work sites, confined spaces, outside weather conditions, and employee may be exposed to fumes, oils, chemicals, construction hazards, etc.

**SUPERVISION RECEIVED:**

Works under the general supervision of the City Manager with significant latitude to complete assignments and program responsibilities independently.