

**CITY OF ST. ALBANS
JOB DESCRIPTION
SUPERINTENDENT OF PUBLIC WORKS**

Nature and Scope of Position

This is a hands-on supervisory position that manages the people and projects of the public works department. Primary focus areas include water distribution and wastewater collection lines, stormwater treatment facilities, and maintenance and reconstruction of streets, sidewalks, and parks.

The Superintendent oversees a small crew and works closely with the Director of Public Works to plan, schedule, and complete maintenance and improvement projects throughout the City and respond to emergency situations. This position exercises significant independent discretion in managing people and projects and reports to the Director of Public Works.

Duties and Responsibilities

- Provide on the ground supervision of staff and projects; ensure timely completion of projects.
- Manage timely response to emergency conditions such as water line breaks and weather emergencies.
- Foster a sense of team work and comradery among public works employees; work with Director to address personnel situations in a timely and appropriate manner.
- Assist Director with development and management of the budget and capital improvement plan.
- Supervise installation and maintenance of water meters and work with City administrative staff to ensure the system supports timely and accurate billing.
- Maintain necessary records and inventory for water distribution and wastewater collection.
- Supervise the plowing, sanding and salting of roads, sidewalks and parking areas.
- Supervises the care and maintenance of public works equipment.
- Supervise employees, inspect their work, and ensure compliance with laws, specifications and safety standards.
- Operate all light and heavy equipment utilized by the City.
- Perform other duties as assigned.

Required Knowledge, Skills and Abilities

- Ability to respond to emergency situations and work in inclement conditions.
- Ability to inspire public confidence based on quality and quantity of service delivered.
- Ability to work “hands on” with staff and contractors and assist with trouble shooting adverse situations impacting the City’s ability to deliver services.
- Considerable knowledge of water and wastewater systems.
- Considerable knowledge of sidewalk and roadway construction and maintenance.
- Ability to train and supervise the work of subordinates.
- Ability to exercise judgment and discretion in applying and interpreting departmental policies, rules and regulations.
- Must be able to multi-task and maintain a neat, clean appearance as appropriate.

Education, Training and Experience

- Five to seven years of experience in water, wastewater, and/or construction.
- Substantial knowledge of heavy equipment, site development, and underground utilities.
- Must have or be able to obtain a State of Vermont Class B CDL and a Class D water distribution license.

Physical Demands / Work Environment

- Ability to respond to emergency situations at all hours of the day.
- Ability to communicate appropriately in high stress situations.
- Ability to operate heavy equipment and move up to 50 pounds.
- Ability to perform physically demanding tasks in inclement weather conditions.
- Ability to work near moving mechanical parts and vibration.