

# PUBLIC WORKS SUPERINTENDENT

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Immediate Supervisor: Mayor and City Administrator  
Department/Division: Public Works  
Classified: Salaried, Exempt  
Revised Date: March 2023

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## **JOB SUMMARY:**

The Public Works Superintendent will supervise, oversee, direct and control daily public works operations within the City of Harvard. The Superintendent prepares the annual operating and capital budgets for the Public Works Department, in addition to making recommendations, for the health, safety and welfare of the community. The Superintendent is expected to attend all regular and special meetings of the City Council as directed. He or she must also ensure the enforcement of all laws and ordinances related to matters under the control of the Public Works Department. The Superintendent's responsibilities will be mostly managerial and administrative; however, he or she must be prepared to work on field assignments. Additionally, the Superintendent will perform special assignments and duties, which may include but are not limited to the following: management of snow and ice removal; and interact on a regular basis with vendors, residents, and other City departments.

## **GENERAL DUTIES AND RESPONSIBILITIES:**

1. Ensures the prompt repair of all streets, alleys, parkways, sidewalks, city equipment, traffic controls devices, bridges, infrastructure, public property and public buildings, whenever they are altered, damaged or are in need of repair, as resources become available.
2. Responsible for the maintenance of the water distribution system, water meters and valves.
3. Responsible for the maintenance of the storm sewer systems.
4. Coordinate as necessary with the City Engineer over both public and private developments.
5. Schedules, supervises and evaluates the daily work activities of the Public Works staff and mechanic; provides training in safe and efficient work methods.
6. Manages contracts and fosters relationships with vendors and implements capital improvement programs.
7. Performs staff evaluations as needed and makes recommendations for disciplinary action when required.
8. Prepare memos, reports, charts, spreadsheets, plans and specifications as necessary.
9. Prepares a monthly report to the Mayor, City Council and City Administrator.
10. All other duties as assigned.

## **MINIMUM QUALIFICATIONS:**

- A minimum of three (3) years supervisory experience in a full-service municipal public works department.
- The ideal candidate will have an associate's degree from an accredited four-year college or university in civil engineering, business management, or closely related field.
- Strong MS Office computer skills required, experience with GIS and Pavers strongly desired.
- Exceptional public relation skills.
- Strong communication skills, both written and oral.

- A combination of relevant education and experience which demonstrates the skills, knowledge and abilities required to perform the job will be considered.

**PHYSICAL and OTHER ABILITIES REQUIRED:**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

- **Environment:** Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions.
- **Mobility:** Walking, standing, climbing, or sitting for prolonged periods of time; operating motorized equipment and vehicles.
- **Vision:** Visual acuity to perform maintenance functions and operate equipment.
- **Miscellaneous:** Must be prepared to be on-call seven days a week in case of City emergencies and seasonal demands (e.g., snow removal); may be required to travel outside City corporate boundaries to attend meetings, training, and recruit vendors.