

CITY OF ECORSE

JOB DESCRIPTION

TITLE: SUPERINTENDENT OF PUBLIC WORKS AND GENERAL SERVICES

DEPARTMENT: Dep't. of Public Works and General Services (City Charter Chapter VI, Section 12)
DIVISION: N/A
REPORTS TO: City Administrator
UNION/ NON-UNION: Non-Union
UPDATED: August 2015

JOB SUMMARY: Under direction of the City Administrator, plans and directs the operations of the Department of Public Works and General Services. Performs maintenance work as needed. Performs other duties as directed by the City Administrator.

ESSENTIAL FUNCTIONS:

- Responsible for the operation of the City's water distribution system and sewerage collection system
 - Responsible for the maintenance of city streets and all public rights-of-way
 - Responsible for the management of municipal buildings, equipment and grounds
 - Responsible for the supervision of departmental staff
 - Responsible for the management of the department's budget
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MINIMUM QUALIFICATIONS and REQUIRED KNOWLEDGE, SKILLS, EXPERIENCE & ABILITIES:

Education: Bachelor's degree or college level course work in civil engineering or public administration desirable; driver license required, S1 License required.

Required Knowledge, Skills/Experience & Abilities: Minimum five years' experience in one or more of the following areas is required: design, construction, and maintenance of streets, design and maintenance of water distribution and sewerage collection systems, building construction and maintenance, park maintenance, equipment and vehicle maintenance. Labor crew supervision experience required. Budgeting, word processing and spreadsheet preparation are desirable skills.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT: The person working in this position will work in both office and field environments in all types of weather, perform manual labor, use a personal computer and operate an automobile or small truck. Person works primarily a Monday-Friday standard schedule, but is required to attend evening meetings and check facilities and field conditions during evening and weekend hours on an as-needed basis.

REVIEWED & RECEIVED BY:

DATE: