

ASSISTANT FIELD SUPERINTENDENT

Department: DPW
Divisions: As assigned
Appointing Authority: DPW Director

Grade: S7
Revision Date: 11/19
Bargaining Unit: S

Definition:

Administrative, technical, supervisory and logistical support for a large group of personnel in the planning, organizing and directing of work activities and operations for the department, instructs and oversees contracted operations and other associative duties city wide; occasional manual work when necessary; all other work that is logical to the position as required.

Supervision:

Works under the general direction and supervision of Field Superintendent. Works within established policies and under the general policy direction of the Superintendent.

May supervise up forty (40) employees in up to four (4) divisions regularly; may be assigned seven (7) full divisions with up to eighty (80) employees from time to time; may exercise direct supervision on construction projects.

Environment:

Office duties are performed under typical office conditions, operates standard office equipment; noise level is usually quiet to moderate, may include work on personal computers.

Field work is done under typical field conditions in all types of climates, both indoors and outdoors. Work may be performed in adverse weather and environmental conditions, and may involve hazardous conditions. Conditions may involve walking and climbing over uneven terrain; exposure to sun, wind, dust, heat, cold, rain, snow, insects, poison ivy, gasoline or diesel fumes, traffic, noise; walking moderate distances; crouching, reaching, twisting, repetitive motion and carrying and lifting requiring physical strength and endurance, under typical highway conditions which involve regular driving and sitting for extended periods of time.

Performs varied and responsible functions requiring considerable independent judgment to ensure compliance with applicable laws, regulations, collective bargaining agreements, and departmental policies; may have access to confidential information such as departmental personnel records, bid/proposal information, labor and collective bargaining matters, investigations and other information regarding employees.

Has regular contact with employees and intermittently with the general public in answering questions, solving problems, providing instructions, and supervising subordinates.

Errors in judgment and administration may result in damage to or loss of information, delay in or loss of service, possible monetary loss, or adverse legal consequences to the city, damage to equipment or facilities, personal injury, injury to colleagues, danger to public health and safety as well as impact on employee morale, confusion and delay.

Must drive self and/or equipment to job sites and locations as necessary.

Essential Functions:

(The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.)

General: Responsible for supervising through subordinate assistant foreman, the work of several crews engaged in division projects, maintenance and repair work, and any other related public works activities by assigning duties to subordinates, inspecting work for quality and quantity, promote discipline and good working relationships, may keep time, production and other clerical records, trains, maintains discipline, recommends hiring, evaluates employees and recommends for advancement or step increases. Work is performed with considerable technical independence with review through reports and conferences for conformance with procedures and standards.

Occasionally exercises direct supervision on construction projects, including contracted work, performs related incidental manual work as required. Makes frequent inspections of ongoing projects, operations and observe work progress; check for any unforeseen site problems or work delays and take corrective measures; ensure compliance with established practices and procedures and provide technical advice and assistance to subordinates.

Evaluates and purchases materials, tools and supplies needed for the particular type of work. Maintains and updates work orders and requests in the database; maintains and completes a required written and computer information reporting system.

Conducts safety training. Responsible for all phases of pre-project work planning, including ordering and procuring materials, equipment, and supplies to complete projects; scheduling, and cooperating with other divisions in the most effective use of personnel and equipment and, in dealing with emergency situations or unusual workloads. Supervises contractors doing work in the general area of the foremen's divisional assignments; may assist and be responsible for results involving costs and methods.

May act as Field Superintendent in his/her absence. Responsible for evaluating new methods, operations, and equipment and advising Field Superintendent and or Deputy Director on the pros and cons of making operational changes.

Handles complaints and grievances within limits of established policies; Respond to resident inquiries, requests and complaints; advise as to special work methods and procedures to follow safety precautions, regulations and related matters affecting the work; furnish supporting data as requested for reports and estimates.

Highway: Organize, direct and develop plans and programs to provide for a variety of highway construction, repair and maintenance functions including building roads, sidewalks, curbs, walls and related structures; patching and resurfacing; snow plowing and removal, sanding, salting and ice removal programs and operations; general street and parking area cleaning, fence, guard rail and sign work, and radio dispatching functions. Recommend policies and procedures to ensure compliance with applicable health and safety rules and regulations.

Solid Waste: Organize, direct, oversee and control general operations at the City Transfer Station including collecting recyclables, ensure operations are in accord with solid waste rules and regulations, including operational planning, facility and equipment maintenance and related record keeping functions; implement and promote recycling master plan and program.

Parks and Forestry: Organize and direct the development of plans and programs to provide for the care and maintenance of public lands, parks and recreation facilities to include care and control of City shade trees and tree planting, pruning and removal; shrubs, lawns, gardens and other assigned areas; spraying and pesticide application in conformance with rules and regulations for control of weeds and insects, maintenance of all athletic and recreational complexes, ground maintenance of city land and other related Park Division activities; coordinate special projects.

Water Pipes and Appurtances: Organize and direct excavation, trenching, shoring walls when necessary, repairing and installing water lines and hydrants, residential and commercial water connections, meters, gates, and other related water activities; generally oversees the operation and maintenance of the water pumping stations and appurtenant equipments.

Drains and Sewers: Organize and direct excavation, trenching, shoring walls when necessary, repairing and installing sewer lines, storm drains, residential and commercial sewer connections, sump pumps or inflow connections, and other related sewer activities; locate and mark sewer and drain mains and services under Dig-Safe laws. Undertake periodic and unannounced drills for emergency preparedness.

Traffic: Organize and direct line, crosswalk, and other regular or special markings or painting on the roads and highways, the erection and removal of barricading and other restrictive or traffic devices; the installation, removal, and maintenance of parking meters; responsible for signage and other traffic control measures.

Vehicle Maintenance: Responsible for, organize, and direct the repair and maintenance of departmental vehicles, machines and motorized equipment, including parts inventory and related records to meet scheduled and emergency repairs; assist in developing vehicle replacement and repair programs including specifications; for accident, incident and activity reports; for gas and oil consumption and records, for the safety inspections and registration of departmental vehicles and equipment.

Minimum Qualifications:

Education and Experience: High school diploma with an Associate's degree preferred in an appropriate discipline such as forestry or turf management, management, engineering or a closely related field; 7-10 years of professional construction, engineering, management and/or administrative experience, preferably including experience in municipal public works.

Must demonstrate track record of considerable responsibility with supervisory experience. Must demonstrate leadership skills in the context of formal organizations.

Knowledge, Ability and Skill: Broad knowledge of work, procedures, and equipment used in the Public Works Subdivisions: Highway, Solid Waste, Vehicle Maintenance, Parks and Forestry, Sewers and Drains, Water Pipes and Appurtances, and Traffic; and required understanding of technical aspects and reasons of job, including ability to read and interpret blueprints, perform basic surveying, checking elevations, record information and ability to prepare and bid equipment/vehicle specifications or low level contracts. Ability to establish and maintain satisfactory relationships with supervisors, subordinates, coworkers, community

Representatives and the general public. Aptitude for and ability to safely operate tools, equipment and vehicles utilized by the department and their general maintenance. Ability to establish short range plans and objectives within scope of policies and goals. Must be punctual and perform all aspects of job responsibilities with honesty and integrity. Ability to perform strenuous duties on occasion.

Knowledge and skill in the application of supervisory principles and techniques and resolving procedural, personnel and property owner problems. Knowledge of city and departmental policies, procedures and standards; skill in techniques and methods of maintenance and repair of roadways, drainage systems, medians and rights-of-way; of maintenance needs analysis, planning and prioritization including labor needs, supplies and equipment needs identification; maintenance equipment functions and capabilities; roadway design, construction and maintenance management; skill in techniques of cost estimation, and technical expertise as it relates to reaction of roadway materials to applied roads. Working knowledge of Federal, State, or local standards, laws, codes or regulations that affect operations.

Thorough working knowledge of departmental functions and operations; of standard office practices and procedures; of use and operation of standard office equipment; ability to operate a personal computer in a windows environment with proficiency in MS Office and G-Suite required; familiarity with database programs and computer hardware and software systems. May be required to learn AutoCAD and various work order/recording programs.

Shall have thorough knowledge of the particular type of work, which permits the employee to solve unusual work problems. Ability to plan, manage others, analyze, carry out projects, consult and offer advice, and facilitate groups; requires effective written and oral communication skills.

Physical Requirements:

Light to moderate physical effort required from time to time to perform manual tasks on-site and possibly under adverse weather conditions. Occasionally required to lift and/or move objects of up to 50 pounds. Normal working day may involve walking, standing, sitting, with moderate to frequent body movements such as reaching, bending, twisting, grasping, pulling and pushing materials. Good vision required for instrument reading and ability to perform close vision, distance vision, peripheral vision, color vision and the ability to adjust focus. Ability to use computer keyboard and write instructions under standard office conditions.

Special Requirements: Must possess valid Massachusetts Class B Operator's License or equivalent from reciprocal State (CDL) with Air Brake Certification and Hydraulic License and Massachusetts Hoisters License. Must have an acceptable driving record and be insurable under city's policy. Be able to move or operate fleet vehicle and equipment. If Assistant Field Superintendent directly oversees water distribution then s/he must possess or be able to obtain a Grade 3D Full or OIT Massachusetts Water Distribution Operator's License. May be required to become certified Arborist. May be on-call for weather and other emergency situations. Must successfully pass CORI/ SORI checks.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Approved:

EXECUTED 11/2019 AND OF FILE IN THE HR DEPARTMENT

Human Resources Director

Date Revision History: 7/93, 12/01, 6/07; 7/08, 11/19

Department Head

Mayor

['S' Unit Review: _____]