

FIELD SUPERINTENDENT

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

Grade: S9
Revision Date: 1/2020
Bargaining Unit: S

Definition:

Responsible for the effective, efficient, continuous, and economical operations of the department by planning, coordinating, overseeing and supervising (directly or through subordinate supervisors) all of the operations, construction, maintenance and repair duties and responsibilities of departmental divisions; all other work that is logical to the position as required.

Supervision:

Responsible to the Deputy Director; works within established departmental policies and procedures.

Supervises up to four (4) Assistant Field Superintendents who in turn supervise the seven (7) full divisions of the department comprised of up to eighty (80) employees.

Environment:

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

Fieldwork 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. Performs varied and highly responsible functions requiring 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, other City departments and 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.

Plans, coordinates and supervises, either directly or through subordinate supervisors, all operations, construction, maintenance and repair of streets and highways, traffic controls, drainage, sewers, solid waste collection and handling, vehicle and equipment repair, recreation facilities, forestry, building maintenance, water distribution and metering, public buildings and general departmental operations and responsibilities for the purpose of meeting the goals and objectives of the department.

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.)

Responsible for snow clearing operations, de-icing and sanding of City streets, parking lots, sidewalks and building accesses, and other snow or weather emergency conditions that require departmental involvement.

Manage and direct, assist, advise, and instruct subordinate supervisors and key personnel in various policies and procedures, technical and scheduling problems, administration of union contract(s), control of variable costs and expenses by means of on-the-job training and discussions, memos, and scheduled supervisor meetings. Institute work simplification and method improvements. Institute educational programs to keep personnel current with changing technology and operating or maintenance methods. Periodically review subordinate supervisors' personnel problems, grievances, transfers, vacations, disciplinary actions, promotions, and related personnel matters. May be responsible for workers compensation cases and working with Human Resources regarding the coordination and communication to the insurer or administrator in managing claims and return to work scenarios.

Maintain a continuing presence and/or oversight of various operating, construction and maintenance facilities, vehicles and equipment for reliability, operating efficiency, and adequacy to meet present and anticipated needs. Consult with the Deputy Director and prepare data to support recommendations for new equipment alterations, replacements or changes in methods or procedures to reduce costs and improve operating efficiency.

Follow and evaluate work progress in all divisions; anticipate or investigate causes of delay or inadequate performance, take corrective action within limits of established practice. Fully responsible for handling citizen complaints and coordination and communication of insurance requests or claims. Periodically review and discuss personnel requirements or problems with the Deputy Director.

Estimate costs and prepare specifications for materials, equipment, tools and similar purchases and follow up to assist Purchasing Agent in procurement problems. Consults with Deputy Director on large purchases.

As directed, assist the Deputy Director in carrying out any periodic or special projects and programs; may represent the Department at various meetings and serve on Committees to assist in general administrative duties; institute various training procedures to maintain and upgrade technical competence of personnel.

Provide safety equipment and devices, design and enforce procedures, rules, regulations, or protocols to reduce injury in the workplace; provide instruction and training; investigate accidents and injuries, make reports and take corrective action as required.

Must be punctual and perform all aspects of job responsibilities with honesty and integrity. Ability to keep abreast of changes in policy, methods, operations, budgetary and equipment needs, etc. as they pertain to departmental operations and activities.

Minimum Qualifications:

Education and Experience:

B.S. degree preferred in an appropriate discipline such as management, engineering or a closely related field; 10 or more years of professional construction, engineering, management and/or administrative experience, preferably including a municipal public works department; or any equivalent combination of education and experience that enables performance of all aspects of the position.

Must have demonstrable track record of a high level of responsibility with supervisory experience. Must demonstrate leadership skills in the context of formal organizations.

Knowledge, Ability and Skill:

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 with experience in MUNIS environment preferred.

Extensive knowledge of the principles, practices, procedures and the operations and functions of the Public Works Department. Extensive knowledge of management practices, personnel management and employee relations, financial practices, and policies and procedures as necessary in the completion of daily responsibilities. Develop and administer policies, procedures, plans and activities, and to monitor performance of subordinates against measured established goals. Broad knowledge of the work, procedures, and equipment used in the Public Works Divisions: Highway, Solid Waste, Vehicle Maintenance, Parks and Forestry, Sewers and Drains, Water Pipes and Appurtenances, and Traffic; Required understanding of technical aspects and reasons of job, including ability to read and interpret blueprints, perform basic surveying, check elevations, record information and prepare and bid equipment/vehicle specifications or low level contracts.

Aptitude for and ability to safely operate tools, equipment and vehicles utilized by the department and their general maintenance. Ability to establish short-range or long-range plans and objectives within scope of City policies and goals.

Knowledge of City and departmental policies, procedures and standards; skill in techniques and methods of design, maintenance, and repair of roadways, drainage systems, medians and right-of-way; Working knowledge of Federal, State, or local standards, laws, codes or regulations that affect operations.

Requires effective written and oral communication skills. Requires the ability to compare and/or judge the readily observable functional, technical, structural, compositional or identifiable characteristics of data, people, or things.

Physical Requirements:

Light to moderate physical effort required from time to time to perform manual tasks on-site and possibly under adverse weather conditions. Normal working day may involve walking, standing, sitting, with moderate to frequent body movements such as reaching, bending, twisting, grasping, pulling and pushing materials. Occasionally required to lift and/or move objects of up to 50 pounds. 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.

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, 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.

Special Requirements:

Must possess valid Massachusetts Class B Operator’s License (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. Able to move or operate fleet vehicle and equipment. Must possess or be able to obtain a Grade 3D Massachusetts Water Distribution Operator’s License. On call for weather and other emergency situations is required.

(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 2/5/2020 AND ON FILE IN THE HR DEPARTMENT

Human Resources Director

Date

Revision History: 2/79; 5/85; 7/93; 6/03; 7/08; 12/18, 1/2020

Department Head

Mayor

[‘S’ Unit Review: _____]