

General Superintendent

FLSA: Nonexempt

GENERAL SUMMARY

This is a senior supervisory position in the Public Services, responsible for coordinating general daily work activities with the General Foremen, along with identifying, planning, coordinating and overseeing multiple projects ranging from basic maintenance to major construction. This position has authority for the practical allocation of all manpower and equipment needs, development and maintenance of policies and procedures, work rules and safety guidelines. An employee in this position uses considerable discretion and judgment within the guidelines set forth by statutory requirements and department policies and procedures. Reporting to the Director of Public Services, this individual may be required to act as Director of Public Services in the absence of the Director.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Coordinates daily work assignments with the General Foremen in order to set priorities and to provide support as necessary for all PS related field operations.
- Assists in the development of all PS short and long term goals and insures the implementation of all goals as defined for the PS field operations.
- Assists in creating and implementing processes and procedures, such as S.O.P. (standard operating procedures), annual calendar, work orders and tracking systems, to establish efficient and effective facilities management operations.
- Works with the Director to draft project specifications, obtain price quotes, prepare competitive bid materials, and develop related resolutions and Council requests.
- Determines work methods, equipment and man power in completing assignments directly through the General Foremen.
- Coordinates and schedules maintenance and repair activities with PS and outside vendors. Oversees general preventive maintenance of the City's buildings and facilities.
- Works with the Director to oversee and administer multiple private contracts, some standing (i.e. cleaning) and some project-based. Conducts on-site inspections, provides quality control and monitors compliance with contract specifications to ensure the highest quality service or product at the most cost-effective price.
- Investigates and prioritizes citizen complaints and potential work orders into the daily work schedule as necessary.
- Maintains regular contact with the community, related agencies, vendors and City employees, and attends professional meetings or serves on committees as appropriate.
- Determines work quantity and quality of General Foremen.
- Maintain/repair traffic signal and other traffic devices. Also develop schedule for training, repair, maintenance of traffic devices.

- Schedules and conducts building and facility assessments in conjunction with the Director and building managers. Prioritizes projects and determines feasibility within budgetary constraints.
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- Coordinates emergency call-outs for employees and equipment and is part of the overtime on-call rotation with the General Foremen. In the event of a major emergency or disaster, this employee will provide any and all necessary support to the General Foremen and all field operations as needed.
- Provides for the safety of the workers and the enforcement of safety practices to accomplish tasks in a safe manner.
- Works with the Director to ensure facility, building and property compliance with American with Disabilities Act requirements. Audits City-owned buildings, facilities and properties, identify potential issues, and develop plans and recommendations for renovations.
- Provides for the training, evaluation and discipline of employees.
- Coordinates the City's communication and security systems. Oversees maintenance and repair activities. When on call, acts as primary contact in cases of facility related emergencies, along with responding to after-hour calls to arrange necessary repairs.
- Performs related work as assigned within the general knowledge, skills and abilities set forth.

KNOWLEDGE, SKILLS AND ABILITIES

An Associates Degree and a minimum of five years of progressive supervisory experience in a municipal public works department is preferred, or any combination of experience and training to provide for the following knowledge, skills and abilities:

- Possess and maintains a valid Michigan CDL B driver's license.
- Knowledge of computers and the Windows operating system is required.
- Additionally, this employee will be required to be proficient in the use of program applications such as Word, Excel, Outlook, Access, Internet Explorer, and the general aptitude to operate other software programs as well.
- Knowledge of City, departmental and union policy and contractual provisions impacting PS.
- Knowledge of the Michigan Manual of Uniform Traffic Devices (MMUTCD) and traffic signal maintenance and repair.
- Knowledge of City and County disaster programs.
- Knowledge of State and local street designations, municipal boundaries and designations, policies and procedures for other agency specific authority, and responsibilities in the City.
- Knowledge of department, material and equipment safety procedures and practices.

- Ability to supervise several work crews on multiple activities throughout the City; ability to determine material, manpower and equipment needs for projects.
- Ability to assess situations for equipment, manpower and safety needs and practices and adjust work methods to accomplish the task.
- Ability to resolve employee conflicts and complaints.
- Ability to assess problems and work activities.
- Ability to lift and carry material in excess of 50 pounds while in a bending, stooping or other non-upright position on a frequent basis.
- Ability to establish and maintain effective working relationships with supervisors, subordinates, coworkers and the public.
- Ability to work within time constraints to complete emergency tasks to eliminate danger to citizens and property damage.

PHYSICAL DEMANDS

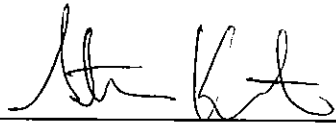
The physical demands characterized here, epitomize those that must be met by an employee to properly perform the integral functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In order to properly perform the integral functions of this job, the employee is occasionally required to walk, sit, use hands to finger, feel or handle objects; climb or balance; stoop, kneel, crouch, or crawl; reach with hands and arms and smell. Frequently, this position demands that the employee talk and/or hear and stand. The employee in this classification must be able to occasionally exert a force up to or lift/move over 100 pounds of weight at a time. The vision requirements for this job are close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORKING CONDITIONS

- Exposure to daily weather changes to include inclement weather, temperature changes and public pedestrian and vehicular traffic.
- Ability to work long hours as emergency circumstances arise including nights, weekends, and holidays, as needed.
- Exposure to material and equipment that requires specific and detailed safety guidelines to prevent physical injury to self and subordinates as provided within all safety rules and regulations

AUTHORIZATIONS



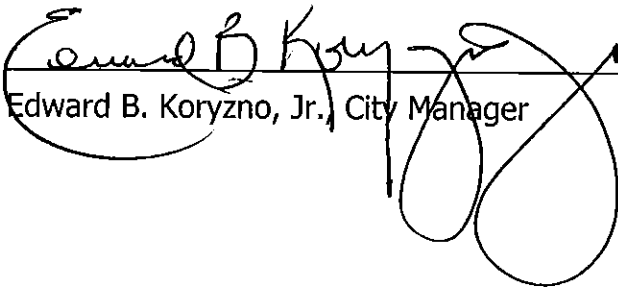
Stan Kirton, Director of Public Services

7/23/09
Date



April L. McGrath, Director of Administrative Services

7/23/09
Date



Edward B. Koryzno, Jr., City Manager

7/23/09
Date