



**City of Freeport
JOB DESCRIPTION**

POSITION TITLE: Public Works Superintendent

DEPARTMENT: Public Works FLSA Status: EXEMPT Approved by HR: 04-28-2022
Standard Work Hours: Monday – Friday, 7:30 am – 4:30 pm. Non-standard hours may be required.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description. Employees may at any time be required to work in order to provide for the safety and well-being of the general public, including the delivery and restoration of vital services, in the event of an emergency.

GENERAL JOB SUMMARY: Under direction of the Public Works Director, administers a comprehensive Streets, Drainage, Grounds, Facilities, Recreation and Fleet Maintenance Programs for the City of Freeport; provides technical assistance to City staff in areas of responsibility; performs related work as required.

Responsibilities include planning, organizing, assigning, directing, supervising and evaluating maintenance staff and activities in primary public works functional areas, including:

- **Grounds Maintenance** – Includes parks, playground areas, public spaces, street medians and landscaping, street trees, trails and related structures.
- **Street/Drainage Maintenance** – Includes street pavement, storm drainage, and sidewalk maintenance and repair, pavement legends/stripping, public signage, streets sweeping, and graffiti abatement.
- **Facilities Maintenance** – Includes all City owned facilities, trailers, parking equipment and custodial contracts.
- **Fleet Maintenance** – Includes automotive, heavy machinery and fueling stations.
- **Recreation** – Includes Recreation center, Rental facilities, and programs

ESSENTIAL FUNCTIONS: *Essential functions may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential functions may include, but are not limited to, the following:*

ESSENTIAL DUTIES	% of TIME
1. Assists in the development and implementation of goals, objectives, policies, procedures, work standards and the budget for department in assigned areas of responsibility.	5
2. Sets priorities, develops preventative maintenance programs and ensures that all assigned divisions are maintained at an optimum level within cost and staffing limitations.	15
3. Selects assigned personnel and provides for their training and professional development; interprets City policies and procedures to employees; is responsible for morale and productivity of assigned staff.	10
4. Maintain safe working conditions for the workforce and public.	10



**City of Freeport
JOB DESCRIPTION**

5.	Utilize computer technology for work management, information management and communications.	5
6	Provides corrective counseling and recommends or administers discipline of personnel, as necessary.	5
7.	Confers with and provides technical assistance to members of City departments on various maintenance matters; coordinates activities of the division with those of other departments and agencies.	5
8.	Conducts or directs studies; develops and reviews reports of findings, alternatives and recommendations; directs the maintenance of and prepares a variety of periodic and special reports regarding assigned responsibilities.	5
9.	Maintains safety logs, coordinates safety meetings, and scheduling safety training.	5
10.	Represents the City in a professional manner with the public, governmental agencies; handles difficult complaints and inquiries.	5
11.	Monitors developments related to public works maintenance activities; evaluates their impact upon City operations and recommends policy and procedural improvements.	5
12.	Works closely with other members of the Public Works Management team to provide a coordinated and supportive approach to service delivery.	5
13.	Ensures that the fueling station is maintained and operated to industry and regulatory standards.	5
14.	Oversees and manages all maintenance and regulatory compliance for the City's emergency generators	5
15.	Responsible for emergency call out.	5
16.	Performs other duties as assigned.	5

ESSENTIAL KNOWLEDGE AND SKILLS

Knowledge:

- Principles, practices, methods and materials for municipal maintenance projects and activities
- Principles, practices and techniques related to street, drainage, parks, recreation, facilities, water/wastewater, horticulture and equipment maintenance.



City of Freeport JOB DESCRIPTION

- Supervisory principles and methods, including goal setting, budget preparation and administration, and employee supervision
- Safety practices pertaining to the lines of work
- Applicable state and federal laws and regulations
- Work planning, organization, project management, and scheduling techniques

Skills In / Ability To:

- Plan, organize, assign, direct, review and evaluate comprehensive municipal maintenance activities
- Select, train, motivate and evaluate assigned staff; develop, implement and interpret policies, procedures, goals, objectives and work standards.
- Analyze problems, evaluate alternatives and make creative recommendations; read and interpret plans and specifications and guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work; represent the City effectively in meetings with others.
- Maintain accurate records and prepare clear and concise reports and correspondence.

MINIMUM QUALIFICATIONS: Education, Licenses/Certifications, & Experience

Any combination of education, training, and experience, which provide the requisite knowledge, skills and abilities needed for this position, may be substituted or evaluated at the discretion of the City.

REQUIRED:

- **Education:** Associates Degree from accredited college or university with major course work in Business Management, Construction Management, or closely related field. (experience and knowledge may be substituted for education)
- **Licenses / Certifications:**
 - Requires Valid Texas Driver's License and Safe Driving Record.
 - Knowledge and experience in Heavy Equipment Operation is required
- **Experience:** Ten (10) years of progressively responsible experience in the maintenance of Streets, Drainage, Grounds, Facilities, Recreation and Fleet Maintenance Programs, with a minimum of three (5) years at a supervisory level. Five (5) years of experience in light and heavy vehicle and equipment maintenance diagnosis, and repair.

PREFERRED:

- Safety training certifications preferred.
- Class C or higher water and wastewater licenses issued by TCEQ

PHYSICAL REQUIREMENTS and WORKING ENVIRONMENT:

The physical demands described here 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 the essential functions.

Tasks involve routine physical effort, which may include exerting at least 50 lbs. of pressure; lifting, pushing, pulling, and carrying objects and supplies, also at least 50 lbs. This position requires frequent walking, sitting, carrying, crouching, crawling, foot controls, balancing, reaching, and fine dexterity. Requires operation of heavy and motorized equipment. Requires continual visual and audible awareness of surroundings. May work in adverse weather conditions.

Employee acknowledges position requirements and asserts ability to perform duties of position.



**City of Freeport
JOB DESCRIPTION**

Employee Signature: _____ **Date:** _____