

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: HIGHWAY AND UTILITIES DIVISION SUPERINTENDENT
DEPARTMENT: GENERAL SERVICES
REPORTS TO: GENERAL SERVICES DIRECTOR

JOB CODE: 2250
DATE: 2/08

JOB SUMMARY:

Supervises and administers Highway and Utilities Division of the General Services Department, including the operation, maintenance, repair, and construction of municipal highways and storm drainage, sanitary sewer, and water distribution systems.

ESSENTIAL JOB FUNCTIONS:

Carries out supervisory responsibilities in accordance with city policies, procedures, and applicable laws, including participating in hiring process, training personnel in methods and procedures, appraising performance, rewarding and disciplining employees, addressing complaints, resolving problems, researching and planning safety and work training, and planning, assigning, and directing work.

Serves as Project Manager for major construction projects, which includes reviewing plans for new highways and water/sewer projects, meeting with contractors and developers, inspecting completed construction and/or improvements, and negotiating change orders; represents city in court as necessary during lawsuit proceedings.

Confers with upper management to keep them informed of key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist management in making needed improvements.

Supervises winter operations for the city, including snow plowing, sanding, salting, and snow removal for roadways and walkways; oversees the execution of the winter operations plan; ensures enough personnel to complete operations.

Develops and recommends operating and capital budgets for the division; monitors, administers, and approves budgetary monies and capital.

Enforces city codes and federal and state regulations regarding highways, water distribution, and storm and sanitary sewer system operations.

Plans, organizes, and schedules major programs regarding water and sewer systems and highway maintenance, including allocating manpower and securing necessary equipment; monitors productivity/work flow and resolves problems to ensure that deadlines are met.

Collaborates and negotiates with others including contractors and other departmental personnel to coordinate efforts and maintain cooperative and efficient relations on such programs as right-of-way easements; reviews plans for new highways and water/sewer projects; meets with contractors and developers; inspects completed construction and improvements.

Represents the city at various functions such as making speeches at civic and business associations and meeting with developers, officials, citizens, representatives of the press, and influential persons within the community to establish goodwill and resolve/respond to issues; serves on City Traffic Operations Committee.

Responds to inquiries and complaints from city officials and the general public.

Maintains professional development through training programs, certification updates, and other management training.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer

Telephone

Calculator

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from a four-year college or university in Civil or Sanitary Engineering; with,

Six years of progressively responsible experience in highway and utilities construction\maintenance; and,

At least three years of which must have been in supervisory capacity; or,

Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Licenses and Certifications:

Possession of or eligibility for New Hampshire Class III Water Distribution License.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles of engineering as applied to highways, wastewater treatment, and sewer system operations, maintenance, and construction.

Modern methods and techniques utilized in administering these systems.

Public works facilities construction methods, materials, and cost estimating.

City, state, and federal laws applicable to environmental health and sanitation, building, plumbing, electrical, or mechanical codes.

Accepted personnel practices, procedures, and policies such as supervision, training, and performance evaluation.

Modern purchasing methods and procedures, and of the laws, rules, regulations, codes and statutes governing the purchase of materials, supplies, equipment, and services.

Skill in:

Mathematics and analytical practices.

Mental and Physical Abilities to:

Plan, organize, and control work.

Establish and maintain effective working relationships with other city officials, employees, contractors, consultants, and the general public.

Communicate effectively, both orally and in writing.

Manage and lead others.

Deal courteously and diplomatically with the general public.

Select, develop, organize, motivate, and effectively utilize staff.

Independently assimilate facts and draw sound conclusions.

Make public presentations and speak effectively before groups.

Read and comprehend construction plans, technical codes, and specifications in the field of highway and utilities construction.

Perform duties while typically sitting at a desk or table or while intermittently sitting, standing, or stooping.

Occasionally lift light or heavy objects.

Distinguish between shades of color.

Working Conditions:

Work is performed in an office, library, or computer room.

The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, and cold or inclement weather.

Work requires the use of protective devices such as masks, goggles, or gloves.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.