

Dan Wilcox
Mayor

Steve Shuttleworth
Council Member

Tom Bridges
Council Member



LeAnn Pierce
Mayor Pro Tem

Gary Doetsch
Council Member

Michael Cramer
Town Manager

TOWN OF CAROLINA BEACH
1121 N. Lake Park Boulevard
Carolina Beach, North Carolina 28428
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EMPLOYMENT OPPORTUNITY

Job Title: Public Works Superintendent
Grade: Grade 18
Salary Range: \$40,834 - \$61,250
Status: Full-Time Regular
Closing Date: May 31, 2017

Public Works Superintendent

Primary Reason Why Classification Exists

To plan and supervise the work of labor and equipment operations personnel engaged in the repair of streets, buildings and grounds, and solid waste collection and disposal.

Distinguishing Features of the Class

An employee in this class supervises work crews engaged in manual and equipment operation to maintain streets and other paved surfaces, solid waste collection and disposal, building and grounds maintenance, and other services to citizens. Work is performed under general supervision of the Assistant Operation's Director and is evaluated on the basis of timely and accurate completion of assignments, safety of employees, positive feedback from citizens, and productivity of the unit.

Illustrative Examples of Work

- Supervises staff and participates in the maintenance and cleaning of streets, erection and maintenance of street signs, collection and disposal of garbage, trash, and vegetative waste; maintenance and cleaning of buildings and grounds including custodial care, and plumbing, HVAC, and carpentry maintenance and repair work.
- Prioritizes projects and coordinates the use of available equipment, materials, and staff to

- obtain maximum effectiveness and economy.
- Coordinates work with property owners if work affects or impedes access to their property
- Assigns crew members to projects based on employee skills; conducts periodic and final inspection to ensure compliance with project requirements.
- Monitors contractors working on Town authorized projects; makes final inspections upon completion of project and submits certificate of completion to Assistant Operation's Director for authorization to disburse funds.
- Prepares accurate bi-weekly payroll timecards for submission to Payroll.
- Trains employees in required safety procedures and ensures compliance.
- Creates and maintains records and prepares reports; prepares purchase orders and requisitions.
- Participates in the interviewing, hiring, and performance management of personnel.
- Supervises staff; prepares and issues Disciplinary Action as necessary.
- Provides information and explanation of services performed to the public regarding solid waste and other services, prepares solid waste reports as requested
- Performs related duties as assigned

Knowledge, Skills, and Abilities

- Considerable knowledge of methods and procedures to repair of asphalt and/or concrete surfaces, make repairs to buildings, installation and maintenance of street and other signage, and collect and dispose of solid waste
- Considerable knowledge of engineering specifications, blueprints, and environmental laws
- Considerable knowledge of the Town's personnel, budgeting, and purchasing procedures
- Knowledge of OSHA rules and regulations as they apply to maintenance of streets, buildings, and collection and disposal of leaves and brush
- Knowledge of the characteristics of concrete and masonry work including rough carpentry to construct forms to finish curbs, gutters, ramps and related areas
- Knowledge of supervisory principles and practices including hiring, interpersonal communications, motivation, performance management, coaching, leadership, and discipline
- Knowledge of project management techniques and quality measurement
- Knowledge of the purposes and uses of motorized heavy equipment such as loaders, tractors, mowers, skid steer loaders, chippers, rollers, beach rake, can machine and other equipment
- Knowledge of Town disaster planning and emergency procedures to ensure adequate staffing
- Knowledge of preventative maintenance practices to make routine adjustments, replace minor parts, and lubricate equipment to keep proper operating condition
- Knowledge of public relations to establish and maintain respectful, professional, and positive communications with co-workers and the general public
- Knowledge of types of materials and equipment used in the work performed
- Skill in collaborative conflict resolution
- Ability to read plans maps and drawings
- Ability to maintain and prepare accurate plans and reports
- Ability to make repairs to asphalt and/or concrete surfaces
- Ability to evaluate work performed using project management and measuring techniques
- Ability to operate various motorized heavy equipment such as loaders, tractors, mowers, chippers, and other equipment and train subordinates in their use and operation

- Ability to enforce Town, state, and federal safety rules and regulations in the work performed
- Ability to apply public relations in a respectful, professional, and positive manner to elicit cooperation and teamwork with co-workers and the general public
- Ability to work outside in a variety of environmental extremes such as heat, cold, rain, snow and ice, air pollution, and dust/dirt
- Ability to communicate effectively with staff and the public both verbally and in writing

Physical Requirements

Work in this class is defined as heavy work requiring physical exertion of in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of frequently, and/or up to 20 pounds of force constantly to move objects. Employee has to perform physical activities such as climbing, balancing, stooping, kneeling, crouching, reaching, walking, standing, pushing, pulling, lifting, grasping, feeling talking, and hearing. Employee must have the visual acuity to visually inspect small defects or parts, operation or inspection of machines and earth moving equipment, use measurement devices, and to determine the neatness and accuracy of work assigned. Employee must be able to speak and hear at normal spoken levels and to speak or understand communication from others when using mechanical equipment. Employee must have the stamina to work for extended periods some of which in emergency situations.

Working Conditions

Work is performed primarily in outside environmental conditions including extreme heat and cold with snow and ice. Employee is subject to noise which may cause the employee to shout in order to be heard above the ambient noise level. Employee is subject to vibration, such as exposure to oscillating movements of the extremities or whole body and is also subject to workplace hazards including proximity to moving mechanical parts or exposure to chemicals, oils, fuels, and potential for blood borne pathogens in raw untreated sewage. Employee is subject to atmospheric conditions due to exposure to fumes, odors, and dusts and may work in close quarters, crawl spaces, shafts, man holes, and other areas which could cause claustrophobia. This position has been deemed Safety Sensitive.

Education

Graduation from high school or GED equivalency

Experience

Five (5) to seven (7) years of experience in street maintenance and repair, building maintenance, and solid waste management. At least two (2) years supervisory experience is required.

Special Requirements

- Valid North Carolina commercial driver's license (CDL-B)
- CPR, AED and First aid certification; immunization from Blood Borne Pathogens
- Employee required to successfully complete the NIMS course work applicable to the position within one year

FLSA Status: Nonexempt (eligible for overtime or equivalent compensatory time at 1½ times the employee's regular weekly rate for all hours worked in excess of 40 hours in the Town's official work week and not the employee's work schedule)

Disclaimer

Public Works Supervisor

Town of Carolina Beach

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This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The Town of Carolina Beach reserves the right to assign or otherwise modify the duties assigned to this classification.

May 2017