

## City of Fort Worth, Texas Job Description

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|-----------------------------|--|-----------------------|--------------|
| <b>Classification Title</b> | Assistant Transportation/Public Works Superintendent |                       |              |
| <b>Job Code:</b>            | PR1121   | <b>Job Family:</b>    | Professional |
| <b>Pay Grade</b>            | 612  | <b>Date Reviewed:</b> | 06/11/15     |
| <b>FLSA Status</b>          | Exempt   | <b>Date Revised:</b>  |              |

### GENERAL SUMMARY

Assists in the management, supervision, assignment and review of Facilities Maintenance staff and street services or traffic services operational activities. Ensures work quality and adherence to established policies and procedures.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; and makes recommendations for changes and improvements to existing standards and procedures.
3. Assists in managing daily operations of street and drainage maintenance, repair, installation, construction activities and traffic and signal services; participates in major projects; and observes work in progress.
4. Prepares and administers contracts for work to be done by private contractors; reviews plans and specifications for a variety of assignments and operations; and identifies and plans construction to meet future needs.
5. Assists in monitoring and evaluating the quality, responsiveness, efficiency and effectiveness of assigned transportation/public works programs, methods and procedures.
6. Participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; and monitors expenditures.
7. Provides support to the Transportation Public Works Superintendent and other assigned senior and executive management staff and prepares reports on operations and activities.
8. Performs other related duties as required.

9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Principles and practices related to building materials, methods and equipment.
  - Legal requirements concerning signs and street markings.
  - Municipal budget development and administration procedures.
  - Modern and complex principles and practices of management.
  - Principles of supervision, training and performance evaluation.
  - Pertinent Federal, State and local laws, codes and regulations.
  - Engineering design principles of streets, bridges, and concrete/asphalt pavements.
  - Tools and equipment utilized for maintenance and construction of streets and bridges.
  - Street lights and signal construction and design.
  - Principles of sign fabrication and installation, maintenance and repair of traffic signals or streetlights, as is applicable.
  - Tools and equipment utilized for fabrication of signs and installation, maintenance and repair of signs, markings, traffic signals and streetlights, as is applicable.
- **Skill in:**
  - Reading and interpreting blueprints.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Oversee and participate in the management of a division within the transportation/public works department.
  - Plan and analyze future needs and programs.
  - Oversee, direct and coordinate the work of subordinate employees.
  - Assist in selecting, supervising, training and evaluating subordinate employees.
  - Participate in the development and administration of division goals, objectives and procedures.
  - Prepare and administer large program budgets.
  - Prepare clear and concise administrative and financial reports.
  - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
  - Interpret and apply Federal, State and local policies, laws and regulations.
  - Communicate clearly and concisely, both orally and in writing.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Associate's degree from an accredited college or university with major course work in engineering, building construction, or related field and five years of experience in the operational activities of signs and markings, streetlights, and/or traffic signal program, or related experience, including two years of administrative and supervisory responsibility.

## **OTHER REQUIREMENTS**

Valid Texas Driver's License.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*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.*

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.