

City of Fort Worth, Texas Job Description

Classification Title	Transportation/Public Works Superintendent		
Job Code:	MG1621	Job Family:	Management
Pay Grade	613	Date Reviewed:	07/08/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Manages, supervises, assigns, and conducts reviews of staff responsible for facilities maintenance, street services or traffic services operational activities; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

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; makes recommendations for changes and improvements to existing standards and procedures.
3. Meets with customers and clients to discuss project development, schedule, and status.
4. Plans, develops, and manages comprehensive work programs in the areas of preventive maintenance, repairs and, replacement of building equipment and systems.
5. Participates in the planning, directing, and coordinating of the work plan for technical and maintenance staff; assigns work activities, projects and programs.
6. Continuously assists in monitoring and evaluating the quality, responsiveness, efficiency and effectiveness of assigned transportation/public works programs, methods and procedures; work with personnel on the continuous improvement of activities and operations.
7. 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; monitors expenditures.
8. Provides support assigned senior and executive management staff.
9. Performs other related duties as required.

10. 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.
11. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Principles and practices related to building materials, methods, and equipment.
 - Principles and practices of project management.
 - Work zone safety requirements.
 - 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.
- **Skill in:**
 - Use of computers and supporting applications.
 - Project management.
- **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.
 - Make quick, logical decisions under fast-paced conditions.
 - Plan and analyze future needs and programs.
 - Prioritize and manage staff during emergencies.
 - Read and interpret engineering and construction plans.
 - Oversee, direct and coordinate the work of subordinate employees.
 - Select, supervise, train and evaluate subordinate employees.
 - Participate in the development and administration of division goals, objectives and procedures.
 - Prepare and administer large program budgets.
 - 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.
 - Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in construction or a related field and five years of increasing responsible experience in building construction and repairs, 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, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.

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.

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.