



## Town of Hillsborough Positions Descriptions Superintendent

Department: Public Works  
FLSA Status: Exempt, Executive

Bargaining Unit: Unrepresented  
Revision Date: 8/3/00

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### **GENERAL PURPOSE**

Under general direction, performs complex supervisory and administrative work in planning, organizing, scheduling, and managing the public works activities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Incumbents in this position typically perform but are not limited to the duties noted below on a regular basis:

- Establishes policies and procedures to improve efficiency and effectiveness of day-to-day operations;
- Assists with the selection, training, evaluation and disciplining of employees;
- Assists with preparation and administration of operating and capital improvements program budgets;
- Plans, organizes, coordinates, supervises and evaluates programs, services, staffing, equipment and infrastructure of the public works department;
- Assists with the development or update of the water, sewer and storm drain master plans, the Capital Improvement Program, and other municipal infrastructure programs;
- Assists with the preparation of equipment specifications for bidding processes;
- Assists with project management for the construction of the municipal public works projects;
- Evaluates issues and options regarding municipal public works and makes recommendations to the City Engineer/Public Works Director;
- Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding department activities and services;
- Oversees employee safety programs.

### **DESIRED MINIMUM QUALIFICATIONS**

Completion of an associates degree in civil engineering, construction management, public administration or a closely related field; and minimum of five (5) years previous public works experience including at least two (2) years of utilities management; or any equivalent combination of education and experience. Considerable knowledge of principles, practices and methods employed by municipal public works agencies; City policies, laws, and regulations. Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public; supervise and evaluate employees; conduct research and compile comprehensive reports.

City Manager: \_\_\_\_\_ Date: \_\_\_\_\_