



TOWN OF SUPERIOR

EMPLOYMENT OPPORTUNITY

PUBLIC WORKS DIRECTOR

Pay Scale: \$23.50 - \$27.97 DOE

OPENING DATE: June 18, 2024

CLOSING DATE: Open Until Filled

FIRST REVIEW OF APPLICATIONS: July 12, 2024

JOB SUMMARY: Under general supervision of the Town Manager, plans, directs and manages the functions of the Public Works Department including all municipal infrastructure and the divisions of engineering services, building/parks/street maintenance, water/wastewater, equipment mechanical activity, regulatory compliance, solid waste, effluent reuse and building safety/inspections.

ESSENTIAL FUNCTIONS:

- Provides supervision and training for assigned staff.
- Responds to emergency situations as necessary, schedules staff to cover after-hours emergency and on-call duties on a rotating basis.
- Develops a department budget and controls expenditures.
- Evaluates needs and formulates short and long range plans to meet needs in all areas of responsibility including building inspection/safety, transportation, streets, sewer, drainage, lighting, building/parks/cemetery maintenance, rights-of-way, and environmental compliance.
- Supervises the review of private project development plans for compliance with codes, regulations and standards, adequacy of applications for permits and compliance with approved plans.
- Oversees the functions of the building safety and inspection division.
- Conducts field inspections of commercial and residential building projects to ensure compliance with applicable codes and ordinances.
- Review and approve plans for new construction, additions, and alterations to existing residential and commercial buildings; issues permits as appropriate.
- Oversees the functions of the equipment maintenance division.
- Develops and implements the Town's Capital Improvement Plan, and other programs involving the municipal infrastructure.
- Determines applicable codes, regulations, and requirements for assigned projects.
- Monitors intergovernmental actions affecting public works.
- Oversees the preparation of engineering plans and specifications, bidding, competency of contractors and vendors and the selection criteria for public contracts.
- Responds to public works or other inquiries related to departmental policies and procedures. Evaluates issues and options regarding municipal public works issues and makes recommendations.
- Develops and reviews policies and procedures for emergency and disaster management.
- Interviews, hires, promotes, transfers, schedules, assigns, evaluates and rewards work performance. Assists in the training of public works personnel including safety and OSHA compliance.
- Oversees project management for the construction of municipal projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
- Maintains regular contact with consulting engineers, construction project engineers, Town, City, County, State and Federal agencies, professional and technical groups and the general public regarding division activities and services.

- Provides technical assistance to staff and inspects and evaluates work being performed to ensure standards are met; identifies problem areas and directs remedial action; personally responds to inquiries and complaints from the public.
- Ensures structural integrity of the wastewater collection system and environmentally sensitive wastewater collection, treatment and reuse.
- Ensures compliance with chemical handling standards; detects toxic gases, oxygen levels and a variety of other parameters.
- Ensures maintenance, repair and efficient operation of a wide variety of motors and pumps, electrical and electronic components and control valves association with the system's storage reservoirs, pump stations and related facilities.
- Works with State and federal regulatory agencies, such as the Arizona Department of Water Resources, Arizona Department of Environmental Quality, and the US Environmental Protection Agency to ensure compliance with all areas of water quality.
- Performs other duties as may be assigned from time to time.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and practices of effective administration with particular attention to planning, organizing and directing comprehensive, administrative and management services;
- traffic laws, ordinances and rules involved in equipment operation;
- hazards and safety rules and regulations involved in operating heavy equipment;
- methods, practices, techniques and equipment used in operating large, complex water treatment facilities;
- federal, state, county and local laws pertaining to the operation of water treatment facilities;

PHYSICAL REQUIEMENTS: 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. While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands or arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet. There are occasional stressful situations involving members of the public who are angry or upset.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing, spreadsheet and electronic mail and internet browser software; calculator; telephone; pager; copy machine; fax machine; radio; heavy equipment and motor vehicle.

MINIMUM QUALIFICATIONS: Bachelor's degree preferred, but not required. The equivalent combination of education and experience of a bachelor's degree and five (5) years of increasingly responsible managerial and supervisory experience in public works management or related field.

SPECIAL REQUIREMENTS:

Residence in the Town at the time of appointment as Public Works Director shall not be required as a condition for appointment. Driver's License and good driving record. Bilingual in Spanish would be advantageous.

Application packets can be obtained at:

Town of Superior
199 N Lobb Ave.
Superior, AZ 85173
8:00 am to 5:00 pm
Monday – Friday
Phone: (520) 689-5752 Fax (520) 689-5822

Application process:

File an application on or before the closing date noted on the front of this Employment Opportunity to be considered for this position. All applications must be signed and received by 5:00 pm on the Closing Date.

Selection Criteria:

Applicants whose experience and training are most closely suited to the needs of the Town may be selected for further testing/interviews. Criteria will be based on job-related knowledge, skills and abilities.

The Town of Superior is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, disability, age, gender, sexual orientation, or national origin.

In accordance with the Americans with Disabilities Act (ADA and Section 504), the Town of Superior does not discriminate on the basis of disability in the admission or access to, treatment, or employment in its programs, activities, or services. The Town of Superior supports a drug-free workplace.

Immigration Reform Act Notice

To conform with the Immigration Reform Act of 1986, the Town of Superior must verify the right to work in the United States of every individual hired. In the event you are selected, you will be required to provide the appropriate documents to Human Resources. Failure to provide these documents will result in termination.