

## **CITY OF BELLINGHAM**

### **JOB DESCRIPTION**

**JOB TITLE:** Public Works Superintendent – Natural Resources Field Operations E-PLAN  
SG:E2-11  
**DEPARTMENT:** Public Works - Operations CS:N  
FLSA:N  
EEO4/SOCCODE:OA/11-9121

#### **JOB SUMMARY:**

Responsible for the field operations and maintenance of the City's Natural Resources programs, projects and sites. Responsible for management, planning, budget control, procurement, staffing and work standards. Ensures all applicable Federal, State, City and local regulations, and departmental policies and procedures are followed to provide safe, dependable and cost effective- operations. Directs supervisors and handles personnel functions for areas of responsibility. Assists in establishing and implementing sound business practices, rates and long-range plans. Serves as backup to Superintendents of Maintenance.

#### **SUPERVISORY RELATIONSHIP:**

Reports to the Deputy Director of Public Works - Operations. Work is performed under general supervision and the guidance of applicable federal, state, local City and departmental statutes, regulations, policies, procedures and contractual agreements, as well as the standards of the American Public Works Association (APWA), the American Water Works Association (AWWA), and Water Environment Federation (WEF). Serves as a member of the Public Works management team. Supervises the activities of Natural Resources Field Supervisors. Acts in responsible charge of the Operations team, as requested.

#### **ESSENTIAL FUNCTIONS OF THE JOB:**

1. Supervises and directs the implementation, operation and maintenance of Natural Resources programs, projects and sites including the City's Aquatic Invasive Species Program, ecological restoration and conservation on lands managed by the Habitat Restoration and Wetland Mitigation Programs, and Lake Whatcom Property Acquisition Program.
2. Plans annual work schedules and prioritizes projects taking into account the resources of the Department and the Public Works Department's overall progress and goals. Schedules preventative maintenance and emergency repairs.
3. Oversees and directs supervisory staff in planning and implementation of personnel assignments and establishing performance standards. Provides oversight in determining personnel requirements, specific work management tasks assigned to each individual or shift and provides quality control supervision to ensure satisfactory performance of duties.
4. Recommends physical improvements necessary or desirable to maintain or improve efficient operations in area of responsibility. Prepares recommendations for the annual capital improvement program.
5. Develops maintenance and work planning schedules for physical improvements necessary or desirable to maintain or improve land managed by the Habitat Restoration and Wetland Mitigation

programs, and Lake Whatcom Property Acquisition Program. Schedules ongoing restoration work as well as planned capital, preventative maintenance and emergency repairs.

6. Assists in utility business planning, rates, and billing management.
7. Prepares annual budget for assigned areas of responsibility and operates within fiscal constraints. Prepares recommendations for capital improvement program.
8. Responsible for personnel functions for areas supervised including organization plans, staffing, employee training and professional development, performance appraisals, disciplinary actions and final selection of employees. Supervises consumer and community service activities such as utility locations, complaint investigation and citizen inquiry.
9. Manages procurement and contracting processes including consultant and contractor selection. Writes requests for proposals (RFPs), develops scope of work, and reviews and coordinates final contract terms. Facilitates the RFP process and serves as liaison with consultants/contractors for projects.
10. Represents the Department on various internal and external committees, community and political bodies. May be involved in emergency planning and emergency response.
11. Performs project responsibilities and serves as a member of the Public Works management team. Acts in responsible charge of the Operations team, upon request. Serves as backup to Superintendents of Maintenance.

**ADDITIONAL WORK PERFORMED:**

1. Maintains professional and technical knowledge by attending courses, workshops, reviewing professional publications and current market trends.
2. Performs other related work of a similar nature and level.

**PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):****Knowledge of:**

- The fields of street maintenance, storm drainage, water distribution, solid waste, source water protection, land management/conservation and sewer collection systems, including legal, technical and organizational aspects, as well as sources of current knowledge of the fields.
- Strong knowledge and ability in fiscal and records management including cost analysis and budget development/analysis and asset management.
- Working knowledge of relevant government and/or community institutions, organizations, procedures and processes.

**Skill in:**

- Strong management skills including leadership, supervision, problem analysis and decision-making, planning and organizing, interpersonal sensitivity, adaptability/flexibility, stress tolerance and time management.
- Excellent written and oral communications skills for working with a diversity of personnel, public officials and citizens.

**Ability to:**

- Apply good judgment and problem-solving techniques to make reasoned, timely and consistent decisions on administrative matters and resolve technical problems.

- Maintain a high level of personal and professional integrity and honesty.
- Maintain current knowledge for assigned area and adapt to new technologies, keeping personal and team technical skills up-to-date and using technology to increase productivity.
- Plan, organize and execute programs.
- Lead and respond effectively in emergency, hazardous, or other high stress circumstances.
- Willingness to accept on-call status and be available to respond to on-call circumstances.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Result Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Frequently communicate accurate information and ideas with others;
  - Occasional exposure to outdoor weather conditions;
  - Operate a motor vehicle;
  - Move and traverse up to five miles over uneven terrain, steep slopes, downed trees and through dense vegetation, wetlands and streams in all types of weather;
  - Mobility required for attendance at various meetings and for touring various work sites of Public Works projects throughout the City.

**WORKING ENVIRONMENT:**

Work is performed in an office environment and in an outdoor field environment with frequent visits to Public Works project work sites throughout the City. The incumbent may be exposed to fumes, airborne particles and unfavorable outside weather conditions. The noise level is usually moderate in the office environment and loud in the field. Incumbent is subject to stress associated with project deadlines, competing requests and demanding internal and external customer service requirements. Business travel is required. This position has minimal to moderate physical exertion requirements.

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- Bachelor's degree in civil engineering, management, public administration, Natural Resources Management, Environmental Studies, Ecology or closely related field required.
- Minimum of five years demonstrated complex program and project management experience required. Must be in one or more of the task areas related to the assignment (source water protection, land management/conservation or habitat restoration and wetland mitigation).
- Minimum of three years of supervisory experience required.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill and ability to successfully perform the essential functions of the job will be considered.

**NECESSARY SPECIAL REQUIREMENT:**

- Employment contingent upon passing a criminal background check.
- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving record abstract prior to hire.

A. Silva  
E. Weinberg  
9/25

Mike Olinger, Deputy Director Public Works

**REVIEWED BY:** \_\_\_\_\_  
Joel Pfundt, Director  
Public Works