

City of Senatobia, MS
PUBLIC WORKS SUPERINTENDENT

Job Summary

Under direction of or authorized by Senatobia's Mayor or Board of Alderman, the Public Works Maintenance Superintendent plans, organizes, and directs, through subordinates, the related work activities of the City of Senatobia Public Works Department. Performs supervisory, administrative, and responsible technical/non-technical work as it pertains to Public Work activities. Such activities may include: storm and sanitary sewer maintenance, construction, and repairs; street repairs; garbage/debris collection and disposal; maintaining the City of Senatobia's grounds and parks; construction, maintenance, and operation of the City of Senatobia's water system and natural gas system.

This position has management level responsibility for the administration of the City of Senatobia Public Works Department within general policy guidelines, responsibility for formulating policy, developing goals and objectives, supervising staff, administering the Public Works budget, and directing day-to-day activities.

Examples of Essential Duties, Responsibilities and Expectations:

(The following are examples of duties, responsibilities, and expectations, and are not necessary limited to the following and not enumerated in any particular order or priority.)

1. Plans, organizes, coordinates, administers and directs the Public Works Department of the City of Senatobia; develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department;
2. Supervises daily activities of Public Works employees.
3. Prepares or directs the preparation of a variety of studies and reports related to current and long-range City needs and develops specific proposals to meet them;
4. Directs maintenance and construction activities, including planning, estimation, scheduling, requisition of necessary tools and materials, inspection and monitoring work being performed; inspects completed jobs;
5. Works effectively with City of Senatobia engineering firm and any contractors performing any work for the City;
6. Directs the preparation and administration of the department budget; prepares reports, analyses and records of Public Works activities;
7. Directs the selection, supervision, work evaluation and discipline of department staff and provides for their training and development;
8. Assures all jobs are performed in a safe and efficient manner, ensures the safety of all employees;
9. Prepares or reviews reports for the Mayor and Board of Aldermen;
10. Works closely with the public groups or individuals to explain or coordinate proposed programs;
11. Responds to citizen complaints or inquiries by phone or in person;
12. Coordinates the work of the department with other City departments, outside agencies or concerned citizen groups;
13. Ensures compliance of department activities to pertinent codes, regulations and guidelines; monitors developments related to street and sewer construction and maintenance, water system and natural gas system construction, improvements, and maintenance, and evaluates their impact and implements policy and procedure improvements;

14. Provides technical assistance to staff;
15. It is preferred that the Public Works Superintendent live and reside within the city limits of the City of Senatobia.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of street, sewer, water, and natural gas construction, maintenance and repair;
2. Principles and practices of natural gas purchasing and management of daily flow requirements.
3. Administrative principles and methods, including goal setting, program development and implementation;
4. Principles and practices of effective employee supervision, including selection, training, work evaluation and discipline;
5. Principles and practices of budget development and administration;
6. Theories, principles, techniques and equipment used in public street, sewer, water, and natural gas maintenance and operations;
7. Safety regulations, safe work practices and safety equipment related to the work;
8. Ability to read and interpret blueprints;
9. Codes, ordinances and guidelines pertaining to the work;

Skill in:

1. Planning, assigning, directing and coordinating a variety of functional specialties with overlapping work areas;
2. Managing and directing street, sewer, water, and natural gas maintenance and construction program;
3. Selecting, motivating, and evaluating staff and providing for their training and development;
4. Preparing, administering and monitoring department budgets;
5. Analyzing complex operational and administrative problems, evaluating alternatives and recommending or implementing effective courses of action;
6. Developing and implementing goals, objectives, policies, procedures, work standards and management controls;
7. Preparing clear and concise records, reports, correspondence and other written materials;
8. Exercising independent judgment within general policy guidelines;
9. Establishing and maintaining effective working relationships with those encountered in the course of the work.
10. Ability to effectively and accurately communicate, including written and electronically (e-mail).

11. Ability to manage multiple tasks, projects and priorities concurrently.
12. Efficient self-starter, work with minimal supervision, possesses good work habits.

OTHER REQUIREMENTS:

1. High School diploma or equivalent and at least five (5) years of verifiable Public Works experience. Must have at least two (2) supervisory experience.
2. Possession of a valid Mississippi Drivers License.
3. A criminal record check, driver's license check, alcohol and drug screening test will be required as a condition of employment.
4. Must be able to lift and carry 50 lbs.
5. Skills in operation of general Public Work's tools and equipment

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

SALARY RANGE:

\$41,000 to \$46,000 annually, depending upon experience. Health insurance and retirement benefits are provided.

All employees of the City of Senatobia serve at the will and pleasure of the Mayor and Board of Aldermen.

The City of Senatobia does not discriminate against job applicants on the basis of race, color, religion, national origin, sex, marital status, or age (provided the applicant has the capacity to enter into a binding contract).

Please submit resume with references:

By mail:

City of Senatobia
Attention: Kay Minton, City Clerk
PO Box 1020
Senatobia, MS 38668

In person:

City Hall
133 N. Front St

E-mail:

kminton@cityofsenatobia.com

(Revised May 2009)