

CITY OF SHEBOYGAN

Job Title: Superintendent of Buildings/Grounds/Electrical & Safety

CODE E08410D

Grade: 10

Code:

Reports To: Director of Public Works

Department: Dept. of Public Works

Classification: Exempt

Division: Non-Represented

Date: 12/19/2011

Approved: Gen. Ord. 55-11-12

Title changed 6/9/15

POSITION SUMMARY:

Under general direction of the Director of Public Works, is responsible for the planning and efficient implementation of work in the Building/Grounds/Electrical & Safety Division and provides effective supervision of foremen, leadmen, and work crews engaged in various work activities of the Department of Public Works and performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Effectively supervises, schedules, plans, lays out, and inspects the work performed by subordinates.
2. Prepares daily work assignments coordinating work priorities and available personnel and equipment.
3. Directs foremen, leadmen, and personnel in implementing project cost reduction methods and improved departmental efficiency.
4. Assists in developing and giving on-the-job training of foremen, leadmen, and personnel in specifics of work duties and work methods.
5. Recommends, develops, initiates, and implements efficiencies resulting in cost reductions, and improvements within the Division.
6. Investigates complaints, initiates corrective action, and reports back orally or in writing when appropriate.
7. Directs and enforces compliance with all applicable City and department policies and regulations and safety laws and regulations and initiates corrective action according to DPW Employee Guidelines.
8. Completes and reviews personnel job performance ratings and effectively recommends hiring, promotion, demotion, disciplinary action, and dismissal.
9. Assists in preparation of applicable division budgets and controlling budget expenditures within authorized limits.
10. Assumes specific duties of foremen in their absence and performs other duties as assigned.
11. Keeps required departmental records updates and reviews records kept by subordinates.
12. Requests and reviews personnel job performance ratings and effectively recommend hiring, promotion, demotion or dismissal.

SUPERVISORY RESPONSIBILITIES:

Carry out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing employees, planning, assigning, and directing work, appraising performance, and rewarding and disciplining employees; addressing complaints and resolving problems.

Hiring/Promotion Clarification of Process: This individual recommends to the Director of Public Works, the hiring, promotion and termination of all employees that fall under the specified TO areas of responsibility in accordance with the guidelines set forth by the City Human Resources Department.

Evaluations: This individual is responsible for performing employee evaluations of all employees that fall under the specified TO areas of responsibility. These evaluations are to be in accordance with the guidelines set forth by the City Human Resources Department.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

BS/BA in Management, Facility Management or Mechanical Engineering, Graduation from a recognized college or university. The advanced education requirement may be waived depending on the candidate's level of supervisory training and experience.

Eight years of experience relating to public works projects, construction management, maintenance, scheduling or related work, at least four years of which have involved supervisory responsibilities.

Areas of Knowledge:

- Customer service orientation
- Thorough knowledge of management principals, practices and organizational development.
- Considerable knowledge of the laws, operations, practices, economics and record keeping for the area of responsibility and the ability to analyze the effectiveness of the Division.
- Thorough knowledge of occupational hazards, safe work practices and handicapped accessibility requirements.
- Considerable ability to organize, assign and supervise work.
- Ability to exercise good judgment, courtesy, and tact in maintaining effective public and employee relations and interdepartmental cooperation.
- A high sense of responsibility and initiative to work independently without supervision and to work from oral and written instructions.
- Ability to clearly express ideas and plans to subordinates other departments and citizens.
- Strong working knowledge of Microsoft Office suite of products including Word, Excel, PowerPoint.

PRE-EMPLOYMENT:

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret complex documents. Ability to respond effectively to sensitive inquiries or complaints. Ability to write documents and presentations using original or innovative techniques or style to convey complex information in a format that can be easily understood. Ability to make effective and credible presentations on potentially divisive or complex topics to top management, public groups, and other organizations and individuals at the local, state and federal level.

MATHEMATICAL SKILLS:

Ability to prepare forecasts, calculate and understand various ratios, and perform analytical procedures.

REASONING ABILITY:

Ability to define problems, collect data, establish facts and forecasts, analyze information, and draw valid conclusions.

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 qualified individuals with disabilities to perform the essential functions.

Possession of a valid Wisconsin Motor Vehicle Operator's license in good standing.

Ability to visit various sites and visually inspect materials, equipment and facilities, and work/operations in various stages of completion and to respond to emergency situations with a relatively high degree of mobility.

WORK ENVIRONMENT:

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 qualified individuals with disabilities to perform the essential functions.

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.