



CITY OF GRANTS PASS, OREGON
CLASS SPECIFICATION
SUPERINTENDENT

FLSA Status : Exempt
Bargaining Unit : Non-Bargaining
Salary Grade : UC7 / UC8

CLASS SUMMARY:

The Superintendent is the supervisory level of the four level Utility Operations Series, the three level Maintenance and Operations Series, and the Fleet Operations Series. Incumbents are responsible for supervising plant or field operations, construction and maintenance activities, and semi-skilled and skilled maintenance staff; incumbents may be assigned to supervise program services and events. Responsibilities include planning, prioritizing and assigning work, serving as a department liaison, making budget recommendations, reviewing and approving billings, soliciting bids, authorizing expenditures, preparing regulatory reports and budgets, and coordinating work projects. Incumbents approve and make process control adjustments. Duties may include participation in departmental, City and community meetings.

Incumbents perform the full range of supervisory duties including directing work, training and coaching, discipline, and performance evaluation of subordinates.

The Superintendent is distinguished from the Treatment Plant Specialist, Lead Mechanic, Utilities Specialist, and Municipal Services Specialist by its focus on supervisory responsibility for plant, field, construction, fleet, facilities and/or maintenance operations.

CORE COMPETENCIES:

- ***Integrity/Accountability:*** Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.
- ***Vision:*** Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.
- ***Leadership/United:*** Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.

ESSENTIAL CLASS DUTIES: These duties are a representative sample; position assignments may vary.

- Supervises daily operations and prioritizes activities of the wastewater and water treatment plants, parks, urban forestry program, recreation facilities, streets and rights of way, fleet program, facilities, or remote field sites including capital improvement projects ensuring that approved plans and engineering specifications are followed; determines daily/weekly operational goals of the division.
 - Supervises staff including coordinating and directing work flow, making work assignments, developing work plans, training, making disciplinary and hiring recommendations, and conducting performance evaluations.
 - May prepare monthly and annual reports for regulatory agencies including collecting information, verifying accuracy, and generating reports of compliance with applicable regulations.
 - Generates recommended budget for division operations and monitors expenditures to ensure budget compliance, including preparing and managing billings, expenditure tracking, recommending vehicle and equipment replacement, and purchasing.
 - Oversees program services including setting annual goals and schedules, determining fees, resolving complaints, and enforcing rules and policies.
 - Manages contract services including writing specifications, soliciting bids, recommending contractors, and recommending contract provisions.
 - Attends meetings related to safety, site review, engineering review, field investigations, special events, project planning, facility usage, and other community concerns.
 - Performs other duties of a similar nature or level.
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Training and Experience (positions in this class require):

An Associate's Degree in a related field and six years of directly related experience, two years of which must be supervisory or lead; training and experience must be sufficient to meet OHA-DWP or DEQ operator certification requirements depending on assignment; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class require):

- Oregon Driver's License – Class C

Depending on assignment, incumbents may also be required to have or obtain one or more of the following certifications:

- Oregon Grade 3 Water Treatment Certificate with Filtration Endorsement
 - Oregon Grade 4 Wastewater Treatment and/or Collection Certificate
 - Oregon Grade 3 Water Distribution Certificate
 - Oregon Backflow Tester/Inspector Certificate
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Knowledge (positions in this class require):

Knowledge of:

- Applicable City policies and ordinances;
- City management and budget principles and practices;
- Supervision/management theories, principles and practices;
- Effective and efficient public relations;
- Educational methods and instructional techniques;
- Personal computers and related software programs;
- OSHA safety and training requirements;
- Principles of asset management;
- City infrastructure layout and location of public properties; and
- Applicable Federal, State, and local laws, rules, and regulations.

Depending on assignment, knowledge of one or more of the following:

- Water and/or wastewater principles and practices;
 - Treatment plant operations;
 - Repair and maintenance of water/wastewater treatment equipment desirable;
 - Turf, plant, and tree suitability, health, and maintenance;
 - Park maintenance and operations;
 - Repair, maintenance and replacement of automobiles, light and heavy duty trucks;
 - Street construction, maintenance, and repair;
 - Drainage construction principles and practices; and
 - Facility maintenance and operations.
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Skills (positions in this class typically require):

Skill in:

- Budget, personnel and project management;
- Supervising staff;
- Repair and maintenance of plant machinery and/or automotive equipment;
- Records development and maintenance;
- Operation of tools and equipment in area of expertise;
- Using a computer and related software applications; and
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Depending on assignment, skills in one or more of the following:

- Pretreatment and bio solids management;
 - Repair and maintenance of water and sewer systems;
 - Park and urban forest management;
 - Fleet management;
 - Automotive maintenance and repair;
 - Streets and rights-of-way management;
 - Drainage maintenance; and/or
 - Property and facilities maintenance.
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Physical Requirements:

Positions in this class typically require: grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, and lifting.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises, disruptive people, threatening environment, and travel.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work hours in excess of a 40-hour workweek.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

Classification History:

Adopted by Council July 2, 2008, Resolution No. 5379

Updated July 7, 2016, June 1, 2023

Approved:

Mandy Hayes, Human Resources Director

Date: _____

Aaron K. Cubic, City Manager

Date: _____