

POSITION TITLE: PUBLIC WORKS ASSISTANT SUPERINTENDENT

DEPARTMENT: PUBLIC WORKS

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Public Works Superintendent

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

Auto Mechanic Supervisor
Public Works Supervisor (2)

DIRECT: 3 **INDIRECT:** 22

POSITION FUNCTION

This position is responsible for assisting in running the division to ensure work is completed in a timely and professional fashion.

JOB RESPONSIBILITIES

Completes reports such as payroll and cemetery records

Maintains reports

Monitors budget expenditures

Maintains Oak Grove Cemetery

Maintains City buildings and grounds

Assists in daily operation of street maintenance/repairs

Orders building maintenance supplies

Monitors outside building cleaning contractors

Functions as acting Cemetery Sexton

Attends meetings

Assumes responsibility for City trees

Ensures special events are properly set up

Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to stand, walk, sit, talk/hear, use hands to finger/handle/feel and lift up to 50 pounds.

REQUIRED SKILL SETS	
<p>Occupational/Technical Skills</p> <p>Knowledge of trees, turf, grass, weeds, fertilizers, chemicals and equipment used within the department</p> <p>Knowledge of pesticide laws</p> <p>Knowledge of City rules/regulations/ordinances</p> <p>Ability to use spreadsheet, database, word processing and selected job-specific software</p> <p>Must maintain a valid Ohio Driver's License, and have the ability to drive</p> <p>Administrative Skills</p> <p>Ability to set goals and develop strategies and schedules for meeting them</p> <p>Ability to anticipate problems and develop alternative strategies for goal completion</p> <p>Ability to plan, organize, assign and direct work of staff</p> <p>Ability to adequate allocate resources to meet objectives</p> <p>Ability to handle multiple priorities and projects</p> <p>Ability to keep clear and accurate records and reports</p> <p>Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information</p> <p>Cognitive Skills</p> <p>Ability to interpret a variety of technical information with abstract and/or concrete variables</p> <p>Ability to interpret professional periodicals and journals, technical procedures, complicated policies/procedures/protocols and government regulations</p> <p>Ability to perform standard business arithmetic, including percentages and decimals</p> <p>Ability to draw accurate conclusions from financial and numerical material</p> <p>Ability to apply financial principles and numerical techniques to management problems</p>	<p>Knowledge of basic budgetary principles and practices</p> <p>Communications Skills</p> <p>Ability to speak effectively one-to-one</p> <p>Ability to speak effectively before groups and to respond to questions</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others</p> <p>Ability to prepare clear and concise reports, correspondence and other written materials</p> <p>Interpersonal Skills</p> <p>Ability to use tact and discretion</p> <p>Ability to deal courteously and diplomatically with the general public</p> <p>Ability to maintain issue confidentiality</p> <p>Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors</p> <p>Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions</p> <p>Leadership Skills</p> <p>Knowledge of administration and supervision of staff and activities</p> <p>Ability to create an environment in which subordinates are rewarded for accomplishment of group and individual goals</p> <p>Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently</p> <p>Ability to monitor progress and exercise control</p> <p>Ability to select and evaluate employees</p> <p>Ability to instruct and train staff</p> <p>Ability to provide performance feedback</p> <p>Ability to facilitate professional growth</p>

DESCRIPTION OF WORKING CONDITIONS
<p>Work is performed primarily outdoors in prevailing weather conditions; it is subject to stress from close supervision and deadlines under pressure.</p>

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS
<p>Two-year college certificate or equivalent; valid Ohio Driver's License, State license for tree and turf pesticide spraying; three to five years of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.</p>

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.