Position Title: District Operations Superintendent  
Date: February 6, 2006

Reports to: Operations Manager  
Department: Public Works

FLSA Status: Exempt  
Positions Supervised: 6-12

BASIC FUNCTION: Under the general direction of the Operations Manager, plans, organizes and supervises all phases of public works operations in assigned geographical area. Represents the Public Works Department for the assigned District. Ensures that all Public Works programs and operations, including road maintenance and repair, solid waste and recycling, facilities maintenance and repair, special programs, and other operations as necessary within the District are carried out in a safe, cost-effective, productive and customer-oriented manner.

MINIMUM QUALIFICATIONS: High school diploma, or G.E.D. and four years of public works maintenance and operations work experience, a valid Washington State Drivers License, Commercial Drivers License preferred, but not required, a valid First Aid Card and flagger's card, or any equivalent combination of education and experience that demonstrates the ability to perform the essential functions of the job.

Knowledge of:

- Methods, materials, equipment, procedures and practices utilized in the construction, repair, and operation of public works facilities (roads, docks, ramps, structures), systems (solid waste and recycling), projects and functions.
- Work hazards and safety procedures related to district operations.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs, and personnel.
- Practices and techniques of effective supervision and management of public employees including mentoring techniques and conflict resolution.
- Federal, State and local regulations affecting public works operations, environmental protection, and safety practices.
- County rules, regulations, and policies.
- Computer use including specialized software applications and databases.
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Ability to:
- Assign and supervise the work of department personnel engaged in field operations.
- Communicate clearly and concisely, verbally and in writing.
- Prepare cost estimates and work plans.
- Make sound decisions and use good judgment in both routine and emergency situations.
- Successfully and skillfully operate and train others to operate heavy equipment, heavy duty vehicles, vessels, and other specialized equipment necessary to achieve field operations goals and objectives.
- Work outdoors in all conditions if necessary.
- Establish and maintain effective working relationships with officials, employees, and the public.
- Read and interpret plans and specifications.
- Work under pressure and meet multiple ongoing deadlines.

Skill in:
- Planning, organizing, directing, controlling, and supervising the work of assigned employees.
- Formulating and setting goals that effectively carries out the department’s mission.
- Developing and revising work schedules that maximize employee productivity.

PRINCIPAL DUTIES - Asterisk designates essential function:
*1. Supervises the work of district operations and maintenance personnel in accordance with general goals and guidelines set by the Public Works Director. Responds to and calls out personnel in emergencies. Assigns overtime.

*2. Selects, trains, motivates and evaluates assigned operations and maintenance personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures. Has hire, fire, and disciplinary authority.

*3. Supervises safety regulations and procedures in accordance with department policies and county safety and personnel rules. Insures staff are appropriately trained.

*4. Maintains good public relations with citizens and private contractors in the district. Responds to customers with maintenance and/or service complaints / questions; investigates and initiates remedies to resolve the problems.

*5. Supervises the purchasing of materials, supplies and spare parts. Supervises inventory controls.

*6. Assists with preparation of annual operations budgets. Develops professional cost estimates and work plans for operations and maintenance activities.

*7. Ensures timely and proper documentation and reporting for all aspects of field operations within the district.

*8. Works with other public agencies and departments to carry out construction, repair and maintenance of public infrastructure as directed by the Operations Manager.
*9. Communicates and coordinates operations and maintenance activities with Superintendents and employees in other geographic districts within the county as directed.

*10. Responds to emergency situations on an on-call basis. Implements department and county emergency response plans. Ensures emergency response coverage for all operations within the District during any absence from work.

*11. Attends training seminars to remain current on public works operations and management.

*12. Coordinates equipment maintenance and repair activities with the Operations Manager. Evaluates the working condition and safe operation of all county owned and operated machinery.

*13. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

14. Other duties as assigned.

PHYSICAL REQUIREMENTS: Requires frequent sitting with occasional walking, sometimes on uneven terrain. Requires bending, stooping and the ability to lift up to 50 lbs. Requires the ability to see and hear with sufficient acuity for good communication.

EQUIPMENT REQUIREMENTS:  

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<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
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<tbody>
<tr>
<td>Maps, + measuring tools</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Camera, video camera</td>
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<td>Vehicles, boats</td>
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<td>Radios</td>
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<tr>
<td>Calculator</td>
<td>1</td>
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</tbody>
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WORKING CONDITIONS: Approximately 50% of work is performed in an office environment and the remainder is performed in the field. Works with and around heavy equipment and is exposed to traffic and inclement weather. Must be able to respond to after-hours emergencies. Small boat and small plane travel is required. All work is subject to frequent interruption and changes of priority.