

# CITY OF NORTHPORT

## CONSTRUCTION SUPERINTENDENT

### Summary:

Under general direction, supervises and plans the work of a large group of service, semi-skilled, skilled, and craft employees engaged in the construction, repair, installation, and maintenance of the City's infrastructure.

## DUTIES AND RESPONSIBILITIES

### **A. Plans and Operations (40%)**

Plans, assigns, and supervises the activities of subordinates and crews engaged in construction, installation, repair, and maintenance of the City's infrastructure system. These include roadways, easements, drainage, water lines, sewer lines, pumping stations, and pertinent fixtures.

### **B. Administration (30%)**

Estimates the cost of construction, installation, repair, maintenance of infrastructure systems.

Requisitions materials, supplies, and equipment.

In conjunction with the Inventory Control Clerk, ensures sufficient stock of construction materials, repair parts, etc.

Maintains employee records and submits payroll information to the Administrative Assistant.

### **C. Inspection (30%)**

Inspects, reviews, and reports results of all Construction Division work to the Director of Operations.

Performs periodic inspections of equipment and vehicles used by his/her division to determine operational readiness.

### **D. Performs other reasonably related duties in a safe manner as assigned by immediate supervisor and other supervisors as required.**

## JOB SPECIFICATIONS

**Qualifications:**

Must have an education level equivalent to a high school diploma.

Must have considerable, progressively responsible experience in Public Works operations and maintenance.

Must possess a Class A Commercial Driver's License and have an acceptable driving record.

**Knowledge, Skills, and Abilities:**

Knowledge of traffic laws, ordinances and rules involved in the operation of motor vehicles.

Considerable knowledge of the various materials, methods, practices, and equipment used in the construction, maintenance and repair of streets and roadways, drainage systems, (ditches, swales, drain pipes, inlets, curb and gutter, etc.) miscellaneous concrete, brick and CMU structures.

Considerable knowledge of the materials normally used and suitable for pipe cushion (bedding) and back fill; placement and compaction requirements.

Knowledge of the various materials, methods, practices, and equipment used in the construction, maintenance, and repair of utility lines.

Knowledge of the need, proper location and construction of thrust blocking, manholes and service laterals.

Knowledge and understanding of survey stations, levels, elevations, grades and slopes.

Knowledge of occupational hazards and applicable safety precautions in general construction and maintenance operations particularly as these requirements relate to work around construction equipment, trench excavations and traffic control around the work site (flagmen, signs, barricades and cones, etc.).

Ability to meet the mechanical abilities of the job.

Ability to use the technical terms normally associated with the construction and maintenance of public works such as cover, bedding, grade or slope, invert, lateral, survey stationing; etc.

Ability to operate various types of equipment normally used in construction of Public Works projects including pipe and concrete saws, mechanical tamps, etc.

Ability to read and interpret civil engineering construction drawings.

Ability to comprehend and execute both written and oral instructions and to direct the work of both service, skilled, semi-skilled, and craft subordinates assigned to him/her for specific tasks or projects.

Ability to estimate the time, materials and equipment needed to accomplish an assigned task.

Ability to use surveying equipment to establish line and grade.

Ability to accomplish the work assigned in an efficient, neat and workmanlike manner.

Ability to maintain an effective working relationship with other employees.

Must maintain regular attendance on the job.

**Other Characteristics:**

Must work call-out on a rotational basis.

Must work overtime, holidays, and weekends in emergency situations.

Must participate in special training/classes as directed.

Must travel as requested.

**Physical Requirements:**

See well enough to read text material, tables, blueprints, and trouble shooting guides.

Hear well enough to comprehend oral instructions in person and over the telephone/radio.

Have the ability to write, draw, manipulate, all Public Works equipment.

Have ability to move 100 pounds.

Have body mobility to move in and about confined spaces and rough terrain.

Have ability to perform all duties year round in varying climatic conditions.

*This job description accurately describes the duties performed by  
a person occupying this position.*

\_\_\_\_\_  
*NAME*

\_\_\_\_\_  
*DEPARTMENT*

\_\_\_\_\_  
*DATE*