



## City of Lake Oswego, Oregon

### Job Description

#### LEAD SUPERINTENDENT

**FLSA Status: Non-exempt**

**Union Representation: Non-represented**

**Salary Grade: 570**

**Job Code: 4084**

#### Class Summary

Under general supervision, schedules sewer, street, storm drain or water system inspections, cleaning or maintenance; maintains records and reports; responds to citizen concerns and complaints; maintains necessary supplies and inventory; assigns and reviews staff work; and, trains staff. This position coordinates work of managers and staff in assigned functions and develops procedures to improve productivity and customer service.

#### Essential Duties and Responsibilities

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:*

1. Supervises support staff including prioritizing and developing work plans, evaluating staff performance, monitoring progress on projects, interpreting policies and procedures, making hiring and termination recommendations, making pay rate change recommendations and providing training and development for staff.
2. Oversees one of the utility programs such as water distribution, street and storm drain or sewer including ensuring compliance with codes, standards, laws and regulations; establishing, implementing and enforcing policies and procedures; remaining current with changes in laws and regulations; managing contracts with outside vendors; performing field inspections; and, maintaining equipment used in delivery of service.
3. Maintains record system for utility service including determining records to keep, the filing system used and updating new certificates and legal documentation.
4. Acts as a liaison with other department heads and the general public including resolving conflicts associated with services provided and determining courses of action.
5. Monitors and maintains inventory for required supplies including determining levels of supplies and scheduling deliveries.
6. Assists in developing annual budget for utility service including making recommendations for capital purchases and staffing levels.
7. Assists in the formulating goals and objectives for the Maintenance Division and assists the Public Works Director in determining program priorities and operational plans, resource and training needs, capital purchases and allocation of resources; conducts research and makes recommendations.

8. Assists the Public Works Director in developing, updating and implementing the department's emergency plan.
9. Leads the division in customer service training, responds to questions and complaints from the general public; gathers information, identifies solutions, and assists in scheduling priority projects for the division.
10. Required to respond to after-hours emergencies and other related work situations.
11. Assumes duties and responsibilities of the Public Works Director in his or her absence.
12. Performs other duties of a similar nature or level.

## **Minimum Qualifications**

### **Knowledge of:**

- Supervisory theories and principles.
- Technical knowledge of public works related systems.
- State and federal laws governing utility services.
- Reporting responsibilities to regulating agencies.
- Report writing.
- Problem resolution techniques.
- Personal computers and related software applications.

### **Skills and Abilities to:**

- Apply supervisory theories and practices.
- Prepare budgets.
- Track and record expenditures.
- Manage contracts.
- Write reports.
- Resolve conflicts.
- Promote positive public relations.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

### **Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is with an Associate's degree in Business Management, Engineering or related field, and four years related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### **Licensing and Other Requirements:**

Positions in this classification require the ability to possess and maintain a valid commercial driver's license (CDL) within six months of appointment and ability to meet the City's driving standards. Additional certifications relevant to the position may also be required.

This position works primarily during routine daytime hours. However, responses to emergencies or construction schedules will require some nighttime, weekend, and holiday work activity. Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; dealing with distraught or difficult individuals; occasional response to emergency conditions during off-hours; operation of a motor vehicle on public roads. Frequent travel between facilities involves the hazards normally associated with vehicular travel, particularly during inclement weather.

## Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Heavy Physical Work: Must be able to move objects by 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 consistently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

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**Department Director**

**Date**

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**Human Resources Director**

**Date**

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**Employee**

**Date**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*