

SUPERINTENDENT

Public Works, Streets & Drainage

SALARY RANGE

7,083.00 Monthly
85,000.00 Annually

CLASS FEATURES:

Responsible for directing, coordinating, and supervising activities of the management teams in Public Works/Streets & Drainage.

ESSENTIAL FUNCTIONS:

PRINCIPAL RESPONSIBILITIES:

1. Manages and prepares Annual Operating Budget for the Division. Ensures contracts and invoicing are current.
2. Plans, proposes, and implements approved management plans. Ensures management teams and employees are advised and implement procedures accordingly.
3. Plans, coordinates, and reviews improvement and replacement projects for the Division.
4. Plans, coordinates, and reviews improvement and replacement projects with the Engineering Staff.
5. Reviews, and responds to appropriate literature, publications, and City policies as requested.
6. Attends meetings, seminars, and informative events which benefit the improvements of the operation. Implements new methods and procedures to improve the efficiency of the Division.
7. Meets with Upper Management to provide information on specific requirements, monitors and communicates end results.
8. Approves disciplinary actions, payroll, promotions, and new hires.
9. Ensures Regulatory requirements including sanitary sewer overflows, are completed and submitted to Engineering and Environmental Services in a timely manner.
10. Receives visitors, officials, environmental regulators and briefs on operational activities.
11. Ensures Management Staff is providing a fair and equal environment for all personnel within the Division. Ensures Management Staff is informing/training employees on all Administrative Procedures, Standard Operational Procedures, and Department Directives.

12.Motivates employees on obtaining the highest possible certification and knowledge of all aspects on the operation, maintenance, and repair of the system.

13.Performs other duties as assigned or required.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills which may be required.

MINIMUM QUALIFICATIONS:

Knowledge: Requires knowledge of federal, state, and local laws and ordinances The division mandates the applicant be licensed in Herbicide and Arborist within two (2) years of employment, failure to obtain both licenses will result in automatic termination The division will supply the study material.

- Complies with all Risk Management and OSHA policies and procedures, before, during and after work.
- High School Diploma or GED equivalent from an accredited institution
- Bachelor’s degree in a related field from an accredited college or university, or four (4) years in construction, drainage, concrete, forestry, and landscape.
- Demonstrated leadership and management abilities as evidenced through five (5) years of progressive administrative management and supervisory experience.
- Immediate computer skills, typing, writing reports, and sending- receiving emails.
- Efficient with Microsoft Office
- Ability to read drawings.
- Ability to promote teamwork amongst subordinates.
- Be able to qualify for such licenses and certifications as may be required by Federal, State, or City government.
- Applicant will be considered as Essential Workers.

Skills:

Candidates should have skills in performance management, coaching, supervision, quality management, budget development, standards development, ability to foster teamwork, and promotion of process improvement. Computer skills including but not limited to Microsoft Office (Word, Excel, Outlook, PowerPoint) required, etc.

Education: Requires Bachelor's degree in Business Administration, Engineering or a related discipline, and six years of experience in Public Works including three years of management experience.

OR

Experience: Six years of experience in Public Works or Six years of management.

Any work-related experience resulting in acceptable proficiency levels in the above Minimum Qualifications is an acceptable substitute for the above specified education and experience requirements.

Licenses and Certificates:

Possession of a valid Louisiana Class “E” driver’s license with a satisfactory driving record. Other certifications such as Louisiana State Pesticide and Arborist Applicator's certificate may be required.

ADA COMPLIANCE:

Physical Requirements: Position may require moderate to extensive stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions, along with some combination of climbing and balancing; may be subject to sitting for prolonged periods of time at a keyboard or workstation. Position requires abilities to consistently lift and/or move up to 25 pounds, 50 pounds frequently and 100 pounds occasionally.

Work Environment: Work is performed outdoors and/or indoors with exposure to noise, dirt, grease, dust, pollen, odors, wetness, fumes, animals, insects, chemicals, treated/untreated sewer, treated/untreated water, inclement weather, machinery with moving parts requiring use of protective devices and computer screens

The City of Shreveport is an EEOC Employer.

MAIL APPLICATION/RESUMES TO:

City of Shreveport
Department of Public Works/Streets & Drainage
Attention: Jarvis Morgan, Assistant Director
1935 Claiborne Ave.
Shreveport, La 71103

DEADLINE:

Friday, July 1, 2022, at 3:00pm