



CITY OF NEWPORT, RHODE ISLAND

CAREER OPPORTUNITY

Position Title:	ASSISTANT SUPERINTENDENT OF PUBLIC WORKS
Posting Date:	Monday, August 5, 2019
Closing Date:	Friday, August 23, 2019
Department:	Public Services
Brief Job Description: <i>(essential functions of the job)</i>	<ul style="list-style-type: none"> • Assists in the proper training, supervision and evaluation of employees in the operation, maintenance, repair and construction of assigned public works infrastructures by assisting in the development and enforcement of policies, procedures, standard operating procedures and regulations. • Ensures individuals are properly instructed in safety procedures and policies in the workplace. Monitors daily work to ensure compliance with safe work practices. • Assists in the resolution of employee issues in a timely manner in accordance with City policies. • Assists the Superintendent in gathering information and completing field studies for Public Work's projects. • Assists in the development and oversight of contract services; coordinates and oversees the repair of City infrastructure associated with the development of public or private infrastructures. • Ensures the proper control, maintenance, repair and replacement of assigned equipment and vehicle apparatuses on a timely basis while ensuring that all assigned equipment receives manufacturer recommended maintenance and service when due; prohibits operation of tools and equipment by operators and maintenance workers that are not proficient in their use. • Supervises the control and use of, and assumes responsibility for, all materials, supplies and equipment used in the maintenance, construction and repair of public works systems as assigned; ensures that all necessary materials, supplies and equipment are available at the beginning of each work day. • Assist in developing daily, weekly, monthly and annual schedules and procedures for all recurring maintenance projects and one-time projects. • Coordinates, plans and schedules the work of the right-of-way maintenance and construction crews engaged in constructing, repairing, patching and sealing of streets; grading, preparation and paving of streets & sidewalk surfaces; constructing and repairing retaining walls, curbs and gutters, etc. • Oversees the traffic maintenance program, involving such activities as traffic lane marking and removal, fabrication and installation of traffic signs, and placement of barricades. • Supervises street maintenance activities, such as anti-icing, removal of ice, snow and debris, cutting of brush and grass affecting pedestrian and vehicular movement; inspects and evaluates infrastructure and work completed by crews; coordinates street, sidewalk, and right-of-way maintenance, repairs, and improvements with the City's Engineering division. • Supervises employee work, operations and maintenance duties associated with the City's solid waste & recycling operations and street sweeping programs; assists with residential inquiries and/or complaints regarding solid waste and recycling; assists residents with recycling drop-off area at the DPW. • Assists in the supervision of selected solid waste contractors and makes sure that city services such as solid waste collection and recycling are running effectively. • Oversees and serves as the initial contact regarding the day-to-day operations of the City's Fleet and solid waste & recycling contract services ensuring that services and

Brief Job Description: <i>(continued)</i>	<p>objectives are being met satisfactory to the City; makes recommendations for improvements where needed.</p> <ul style="list-style-type: none"> Registers any vehicles or equipment in the City fleet as required and manages the daily operations of outsourced vehicle maintenance contract; oversees the City's automated fuel delivery system. Utilizes and maintains the operation of a computerized system for tracking all vehicles and equipment, shop labor, parts inventory/use, vehicle utilization, fuel usage, billing, etc. Tracks and analyzes operating costs and make recommendations for the Fleet and solid waste division budgets; assists the Superintendent in preparing annual budgets and managing the current budget. Serves as the Superintendent of Public Works in his/her absence.
Minimum Entrance Qualifications:	<ul style="list-style-type: none"> Four year degree in construction management, engineering, business or public administration, or a related field; or work experience, education and training in the supervision and mgmt of public works operations may be substituted for the actual degree. 5 - 7 years related work experience or any equivalent combination of education, training and experience, which provides the required knowledge, skills and abilities to perform the essential functions of the job. A.S.E. Certification and Emergency Vehicle Technician (E.V.T.) certification preferred. Class B CDL Driver's License required or must have ability to obtain CDL within six months from date of hire/appointment. Must be able and willing to work any day or time during emergencies for snow/ice control work, natural disaster response and recovery, or during other unscheduled emergencies. Considerable knowledge of equipment, Fleet management, materials, methods and procedures used in various public works operations; considerable knowledge of computerized systems as they relate to public works operations; thorough knowledge of street maintenance procedures, construction management; working knowledge of solid waste & recycling programs. Ability to establish and maintain effective relationships with employees and the public; ability to handle stressful situations while with employees, supervisors, and the general public ability to program and schedule activities on a long and short term basis.
Pay & Hours Per Week Mgmt. Grade: N04 Min. Salary: \$28.51 hourly Max. Salary: \$38.31 hourly FULL BENEFIT PACKAGE OFFERED Hours per week: 40	<p style="text-align: center;">Submit resume and/or completed application to: Michael J. Coury, Director of Human Resources City Hall - 43 Broadway Newport, Rhode Island 02840</p>
<p style="text-align: center;"><i>An Equal Opportunity and Affirmative Action Employer</i></p> <p style="text-align: center;">APPLICATIONS ARE ACCEPTED DURING THE POSTING PERIOD INDICATED OR AS THE NEED EXISTS FOR THE POSITION CURRENTLY VACANT. APPLICATIONS ARE AVAILABLE IN THE HUMAN RESOURCES OFFICE AND ALSO ON THE INTERNET WHERE IT CAN BE DOWNLOADED AND PRINTED. THE CITY RESERVES THE RIGHT TO NOT CONSIDER APPLICATIONS THAT ARE RECEIVED UNSIGNED, INCOMPLETE, OR POST-MARKED AFTER THE CLOSING DATE.</p> <p style="text-align: center;">www.cityofnewport.com</p> <p style="text-align: center;">Tel: (401) 845-5444 Fax (401) 845-9364</p>	