



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Facilities Services/Refuse Superintendent	DEPARTMENT: Public Works
IMMEDIATE SUPERVISOR: Director of Public Works	GRADE/RANK: Grade 18
	FLSA/ESSENTIAL STATUS: Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Performs professional and technical work managing the daily operations of the Public Works facilities maintenance, custodial, and refuse/recycling functions. Responsible for the maintenance and repair of all City facilities. Responsible for ensuring all refuse and recyclable materials are properly collected. Assists the Director of Public Works in the development of long-range plans, programs and objectives in support of these operations.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Plans, organizes, directs and coordinates work activities for subordinate personnel;
- Provides status on assigned work activities; makes inspections of projects to ascertain status;
- Instructs subordinates on more difficult, technical tasks;
- Monitors facility energy control systems;
- Researches and prepares recommendations and reports to improve operations;
- Supervises inventory of parts and supplies;
- Establishes and enforces major procedures and policies; ensures that appropriate action is

taken by subordinates;

- Develops work requirements;
- Develops weekly work schedules;
- Ensures quality and timely work; provides quality assurance/surveillance for contract work;
- Handles correspondence; prepares a wide variety of reports and documentation on activities;
- Maintains databases and other computer inventories;
- Develops facility maintenance, repair and minor construction specifications for work done by contract;
- Coordinates all purchasing requirements; develops requisitions for materials and supplies;
- Develops project cost estimates to include bill of materials, equipment and man-hours;
- Oversees administration of personnel and evaluates assigned personnel;
- Researches and recommends operational changes;
- Receives citizen inquiries or complaints; tracks information to ensure citizens receive prompt service and courteous and accurate status of work;
- Makes field inspections of projects, both in-house and contract, for compliance with recognized standards, practices, and codes;
- Ensures personnel are adequately trained and equipped;
- Represents Public Works Dept at meetings, as required;
- Ensures positive image and public relations while executing Division activities;
- Develops recurring maintenance programs and procedures;
- Ensures compliance with applicable environmental laws, policies and practices;
- Assists Director in development of plans, programs and training in support of departmental objectives;
- Develops and monitors budgets, records and reports;
- Monitors weather forecast information; makes plans and preparations accordingly;
- Implements environmental programs for compliance with all state, federal and local laws and requirements;
- Implements viable safety programs for assigned personnel;
- Provides support for other Public Works Divisions as necessary and;
- Performs other duties as assigned by Director.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of building codes;
- Thorough knowledge of facility maintenance and repair practices;
- Thorough knowledge of the practices of facility electrical, mechanical and control

systems;

- Ability to review and analyze plans and specifications;
- Ability to prepare technical reports;
- Ability to supervise the work of subordinates;
- Knowledge of materials, methods and equipment essential to facility maintenance, repair and construction;
- Knowledge of environmental laws and best practices;
- Ability to develop recurring maintenance and repair programs and schedules;
- Ability to develop work schedules;
- Ability to review and analyze plans and specifications for the maintenance, repair and construction of public infrastructure;
- Ability to develop small projects and material/cost estimates;
- Ability to develop operational policies, plans and procedures;
- Ability to prepare reports, provide analysis and project parameters, timelines and budgetary recommendations;
- Ability to communicate and work cooperatively with multiple subordinates, contractors and other divisions;
- Ability to maintain effective working relationships with City officials, other public officials, employees, other utility companies, contractors and the general public and;
- Ability to lead and manage staff.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

High School diploma and any combination of education and experience equivalent to graduation from an accredited community college or technical trade school and/or related fields. Must have experience in supervision. Must have strong leadership and management skills.

SPECIAL REQUIREMENTS:

Position must be available to work evenings and weekends in the event of emergencies or severe, adverse weather conditions. Attendance is occasionally required at community/neighborhood meetings and/or City Council meetings. Individual may be called in by stand-by personnel for additional assistance.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This position requires the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently and up to 10 pounds of force constantly to move objects; work requires stooping, kneeling, standing, walking, pushing, pulling, lifting, reaching, crawling and grasping; vocal communication is required to express or exchange ideas by means of the spoken word and convey detailed and/or important instructions to others accurately; hearing is required to receive

information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written and computer data, determining the accuracy and thoroughness of work, observing general surroundings and activities, use of measuring devices, operation of machines, vehicles and equipment; the worker is subject to inside and outside environmental conditions, noise, hazards and is exposed to varying degrees of weather conditions.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Position has a total staff of approximately 32 personnel including both full time and part time staff. Position has direct supervision of three Crew Supervisors.

EXAMPLES OF EXPECTED DECISION MAKING:

Responsible for determining the necessary resources to accomplish work task objectives; responsible for identifying maintenance and repair requirements for city facilities and associated equipment, and developing schedules and priorities to execute work.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Facilities Service/Refuse Superintendent will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Public Works and Chief Human Resources Officer

Revised Date: 2019