



**Job Description**  
**Town of Westerly**

Job Title:	Assistant Superintendent of Public Works								
FLSA:	Exempt	X	Non-Exempt		Union Status:	Union		Non-Union	X
Supervision Received:	Superintendent			Supervision Exercised:			Public Works Staff		
Last Revision:	8/15/2016								

**General Summary:**

This position is responsible for working in conjunction with the administrative team of Public Works to ensure the effective and efficient daily operation of the transfer station.

**Position Information:**

This is a broad-banded position. Incumbents may be assigned to any division of Public Works which includes Highways, Building and Grounds Maintenance, and the Transfer Station. Incumbents may not perform all of the duties listed below:

**Essential Functions:**

1. Supervisors, mentors, and develops assigned staff in the Department of Public Work.
2. Oversees day-to-day operations of the transfer station, highways, or building and ground maintenance, which includes directing the work of all employees engaged in public work activities by evaluating their performance and providing training and development.
3. Prepares reports and maintains records relating to assigned division operations and equipment.
4. Ensures safety to the public and personnel on all town property.
5. Provides key input in the preparation, administration, implementation, and monitoring of the divisional annual budget.
6. Determines the requirements and specifications for the acquisition of new and replacement equipment for equipment and buildings.
7. Supervises and coordinates the operation of solid waste disposal at the transfer station and the maintenance of transfer station equipment.
8. Maintains all town buildings by overseeing the daily operations of all town buildings and responsible for responding to problems as they arise.
9. Assists in developing and overseeing an operational program designed to meet state and federal compliance guidelines, managing solid waste in compliance with operational manuals and State regulations.
10. Oversees cleaning and sweeping crews and is responsible for all roadway signage/line painting.
11. Directs crews in catch basin cleaning and rubbish/trash cleaning, tree cutting, chipping and brushcutting.
12. Oversees the town's asphalt and concrete repairs, overlays, curbing and sidewalk maintenance.

13. Oversee recreation maintenance of town grounds.
14. Supervises the scalehouse operations daily where incoming waste is weighed, fees determined, collected, and deposited.
15. Oversees general public works in the construction and maintenance of various public works projects.
16. Administers and coordinates the Town's commercial recycling program working with both internal and external stakeholders to ensure the efficient operations of the program.
17. Directs the handling of special waste.
18. Plans, researches and recommends various operational issues related to the continuous improvement of services and delivery of the transfer station.
19. Interacts daily with the general public and transfer station customers, answers questions and complaints from the public concerning the transfer station.
20. Prepares reports and maintains records relating to assigned division operations and equipment.
21. Ensures safety to the public and personnel on transfer station property.
22. Provides key input in the preparation, administration, implementation, and monitoring of the divisional annual budget.
23. Works with purchasing and internal stakeholders on review of all purchases.
24. Determines the requirements and specifications for the acquisition of new and replacement equipment for equipment and buildings.
25. Ensures compliance with all environmental laws, regulations and facility permits that are applicable to the transfer station operations.
26. Perform related work as required.

#### **Other Functions:**

1. Attends Town Council meetings, professional development seminars, training, and conferences as required.
2. Periodic additional work hours required
3. Utilizes computer software applications for word processing, spreadsheet, database, and special applications.

#### **Education & Experience:**

##### Education:

High School Diploma or Equivalent is required. Graduation from an accredited college with a Bachelor's in Construction Management, Environmental Science, or related degree may be considered in lieu of some experience.

##### Experience:

Seven Years experience in transfer station/landfill or recycling center operations or in heavy civil construction industry, building and maintenance, or highway and roads maintenance, with a minimum of three years supervisory experience. Experience must include heavy public works or other heavy civil projects.

Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

#### **Knowledge, Skills & Abilities:**

This position requires the ability to:

- Effectively supervise subordinates in a safe, effective, and efficient operation.
- Keep the transfer station in compliance with all applicable laws and regulations.
- Prepare clear and comprehensive reports,
- Model and promote, acceptance and respect for differences among employees and citizens
- Manage various computer applications including Excel and Word.
- Communicate clearly both orally and in writing.
- Resolve complex problems and issues as they arise.

The position requires the following knowledge:

- Extensive knowledge in the operation and management of transfer stations/landfills.
- Knowledge of all applicable governmental laws and regulations, including Town, State and Federal in regards to solid waste management.

This position requires the following skills:

- Strong supervision and leadership skills.
- Strong project management skills.
- Interpersonal skills to motivate and evaluate crew's performance.

### **Licenses & Certifications:**

Possess a valid driver's license.

Certification by Solid Waste Association of North America (SWANA) is highly desirable, and will be required within one year of employment of this position.

Other Public Works Association certifications are preferred.

### **Special Requirements:**

This position requires the following:

- Successfully pass a background check.
- This position will be a part of the on-call rotation for Public Works Administration.

**Working Conditions & Environment:**

<i>Physical Activities</i>	<i>Amount of Time</i>			
	<b>None</b>	<b>&lt;1/3</b>	<b>1/3 to 2/3</b>	<b>&gt;2/3</b>
Stand				<b>X</b>
Walk				<b>x</b>
Sit		<b>x</b>		
Use hands to finger, handle, or touch			<b>x</b>	
Reach above shoulders		<b>x</b>		
Climb or balance		<b>x</b>		
Stoop, kneel, crouch, or crawl		<b>X</b>		
Talk or hear				<b>x</b>
Taste or smell	<b>x</b>			
Driving (including valid driver's license)			<b>x</b>	

<i>Lifting Requirements</i>	<i>Amount of Time</i>			
	<b>None</b>	<b>&lt;1/3</b>	<b>1/3 to 2/3</b>	<b>&gt;2/3</b>
Up to 10 pounds				<b>x</b>
Up to 25 pounds			<b>X</b>	
Up to 50 pounds		<b>X</b>		
Up to 100 pounds		<b>X</b>		
More than 100 pounds	<b>x</b>			
<i>Noise Level in the Environment</i>				
	Very quiet		Quiet	
	Moderate Noise		Loud Noise	
<b>x</b>	Very Loud Noise			

<i>Environmental Conditions</i>		<i>Amount of Time</i>			
		<b>None</b>	<b>&lt;1/3</b>	<b>1/3 to 2/3</b>	<b>&gt;2/3</b>
Work near moving mechanical parts					<b>x</b>
Work in high places			<b>x</b>		
Risk of electrical shock			<b>x</b>		
Risk of radiation		<b>x</b>			
Work in extreme weather conditions				<b>x</b>	
Exposure to blood or other body fluids		<b>x</b>			
Exposure to hazardous chemicals				<b>x</b>	
<i>Special Vision Requirements</i>					
x	Close vision	x	Distance vision		
	Color vision	x	Peripheral vision		
x	Depth perception	x	Ability to adjust focus		

*The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.*