



# CITY OF MOLALLA

## EMPLOYMENT OPPORTUNITY

### Public Works Maintenance Superintendent

COMMUNITY DEVELOPMENT DEPARTMENT

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FLSA Status:	Exempt
Department:	Community Development
Union Representation:	Non-Represented

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**CLASS SUMMARY:** An employee in this classification serves in a management capacity and reports to the Community Development Director/Assistant City Manager. Responsible to plan, organize, direct and oversee the personnel and activities of the Public Works Maintenance Division. Develops and implements procedures and practices to ensure regulatory compliance and proper maintenance of the city's water distribution system, wastewater collections system, stormwater collections and discharge system, transportation system, and parks and trails system. Assists with department finances, safety, training, and program management related to the activities of the Public Works Maintenance Division. Also performs other tasks as assigned or required.

#### Duties and Responsibilities

*(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)*

1. Organizes and directs the daily activities, projects, and programs of the Public Works Maintenance Division.
2. Coordinates and schedules priorities for allocations of manpower and equipment.
3. Keeps the Director apprised of the status of all division programs, projects, and activities.
4. Assists the Director with workload analysis, preparation of job descriptions, and staffing needs.
5. Oversees and evaluates the employees in the Maintenance Division at least annually.
6. Ensures all employees within the division are properly trained and certified.
7. Transportation System: Builds and implements programs, projects, and activities to ensure roads, sidewalks, and bridges are safe and well-maintained for public use.
8. Water Distribution System: Builds and implements programs, projects, and activities for the efficient maintenance and operation of the city's water distribution facilities to ensure a reliable supply of clean water to the community.
9. Sewer Collections System: Builds and implements programs, projects, and activities to effectively manage the city's sewer infrastructure to prevent disruptions and maintain environmental standards. Implements preventive maintenance schedules and responds to emergencies promptly.
10. Stormwater System: Builds and implements programs, projects, and activities to ensure efficient management of stormwater collection, treatment, and discharge facilities to protect local habitats and prevent flooding.

11. Parks System: Builds and implements programs, projects, and activities to ensure high level maintenance of parks and recreational facilities; and enhances community spaces, ensuring they are safe and enjoyable for all residents.
12. Other duties as assigned.

**REQUIRED AND PREFERRED QUALIFICATIONS:**

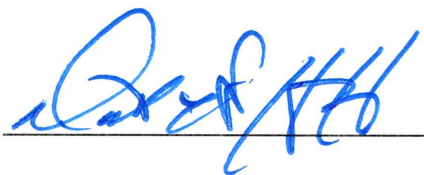
1. Excellent written and oral communication skills are required which includes the ability to translate technical data into terms understandable to the general public.
2. Demonstrated ability to effectively supervise divisional employees is required.
3. Ability to establish and maintain effective working relationships with other departmental supervisors, representatives of other public agencies, and the general public is required.
4. Knowledge of the City of Molalla's public works operations is preferred.
5. Knowledge of contemporary principles and practices of assigned division is required.
6. Educational background related to assigned division is preferred.
7. Demonstrated ability to complete projects on-time is required.
8. Demonstrated ability to plan, design, and execute programs and projects is required.
9. General knowledge of federal and state regulations within assigned division is required.
10. Responds to citizen complaints and questions on related projects and helps to resolve these problems.

**EXPERIENCE AND TRAINING:** Minimum 5 years of experience related to public works maintenance is required. Certifications mandated by state and federal agencies related to assigned division are preferred but not required or any combination of experience and/or education that ensures the ability to perform the work as may be determined by the Community Development Director. A valid driver's license is required.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is regularly required to talk and hear. The employee frequently is required to sit, stand, walk, use hand to finger, handle or feel objects or controls, and to reach with hands and arms. Specific vision abilities required include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The position may occasionally require lifting of objects or materials in excess of 60 lbs. Manual dexterity and coordination are required with operation of public works equipment, motorized vehicles, hand and power tools, and standard office equipment.

**WORK ENVIRONMENT:** The work environment for this position includes outside work in inclement weather. He/she may work near construction machinery or activity with high noise levels for short time periods. For 70% of the time, this position will experience noise levels common to an office environment. The work environment may expose the employee to severe weather conditions, high noise levels, hazards of construction sites, as well as to chemicals, paints, and possible entry into confined spaces.

Approved,



6-30-25

Dan Huff, City Manager

Date