

## BOROUGH OF BELLEFONTE POSITION DESCRIPTION

**POSITION TITLE:** Assistant Superintendent  
**DEPARTMENT:** Public Works Department  
**REPORTS TO:** Public Works Superintendent  
**FLSA STATUS:** Exempt  
**CLASSIFICATION:** Salary

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### Overall Objective of Job:

The position of Assistant Superintendent of Public Works involves supervisory and administrative work in the delivery of municipal public works services. The Assistant Superintendent of Public Works is responsible to the Superintendent for all “daily works” of the Public Works Department including water department, refuse collection and disposal, street and sewer maintenance and construction, building maintenance, and vehicle maintenance. The position requires, in the absence of the Superintendent, supervision over a staff of professional and team leader employees and involves a great deal of interaction with the public. Work is performed independently under the administrative direction of the Public Works Superintendent.

### Work Performed

The Assistant Superintendent is assigned to duties in the Water Department, Streets Department and Refuse Department as well as electrical and mechanical work. Must be able to analyze and problem solve malfunctions in the water system. In order to resolve such a problem, an understanding of electricity, mechanics and water hydraulics is essential. The Assistant Superintendent is required to obtain the State License and Certification to operate a water works and distribution system.

Responsible to the Borough Superintendent to assist in the “daily workings” of the public works departments.

The Assistant Superintendent must be familiar with all aspects of the various departments in order to fill in during the Superintendent’s absence.

Duties include any of the responsibilities of the job of Borough Superintendent that are assigned to the Assistant Superintendent on a daily basis.

The Assistant Superintendent must have management skills to direct the personnel under their supervision and a working understanding of labor management relations.

The Assistant Superintendent shares in the weekend and holiday call outs with the Borough Superintendent.

Other responsibilities include but are not limited to: performing PA-1 Call, completing the Highway Occupancy Permits and creating a file for open and closed permits. Must work in conjunction with PennDOT personnel; performs all payroll and time-keeping functions for all Public Works staff; and orders materials and equipment for scheduled work as well as other administrative functions.

Responsible for overseeing the completion of the Water Service Line Inventory as required by the PA DEP. Responsible for record keeping and monthly reporting to DEP and water sample collection as needed.

### **Responsibility and Authority**

The position involves indirect supervision of all employees in the Public Works Department including the Water Department, the Streets Department and Refuse Department, Mechanic, and Electrician. The Assistant Superintendent is responsible to the Superintendent for all departmental functions.

### **Required Knowledge, Skills and Abilities**

The position of Assistant Superintendent of Public Works requires the following knowledge, skills and abilities:

1. Knowledge of management principles and ability to utilize them in the Department.
2. Knowledge of budgeting principles and techniques and the ability to prepare and implement budgets for all operations under the Superintendent's supervision.
3. Ability to read and write plans and technical specifications.
4. Ability to assess and plan for future needs of the Department in delivery of services.
5. Ability to communicate effectively with other employees, elected officials and the public.
6. Knowledge of all Microsoft Office Software.

### **Minimum Experience and Training**

An advanced degree preferred. A High School diploma or the equivalent required. A minimum of five-years of related public works' work experience is required for the position as well as all PA Water Operators Certifications to meet the needs of the Borough's water system.