

**CITY OF NORTH LAUDERDALE  
POSITION DESCRIPTION  
PUBLIC WORKS SUPERINTENDENT**

**DEFINITION**

This is technical work pertaining to the inspection of utilities and paving construction and the preparation of various drawings, charts, etc. relating to the same. It is essential for the individual to have good communication skills and the ability to follow detailed instructions received from administrative personnel. In addition an employee in this position will be required to assist the Department Head in overseeing specific field operations of the department as may be required. Work is performed under the direction of the Public Works/Utilities Director and is reviewed for consistency with the City policy and accuracy.

**EXAMPLES OF WORK PERFORMED**

Prepares maps, drawings, and charts.

Inspects the installation of water, sewer, drainage, piping and street paving.

Compiles information and prepares reports.

Performs related work as required.

Oversees various field operations of the Department.

Assists in coordination of various phases of Public Works/Utilities operations.

Oversees the operation of the water treatment plant and its functions.

**KNOWLEDGE, SKILLS AND ABILITIES**

Must possess a basic understanding of engineering principals and practices.

Knowledge of water, sewer and drainage systems.

Knowledge of the operation of a water treatment plant.

Ability to meet and deal with the general public and to express oneself effectively and clearly.

Ability to assist in developing long-term plans and programs and to help make sound decision on matters of operating policies and administrative problems.

**DESIRABLE EXPERIENCE AND TRAINING**

Graduation from a standard high school or trade school plus additional engineering and/or technical training relating to Public Works/Utilities, or any equivalent combination of training and experience.

**NECESSARY SPECIAL REQUIREMENTS**

Possession of a valid Florida Driver's License.

Must be physically able to operate office and communication equipment, possess visual, auditory, and oral acuity and the ability to lift up to 35 pounds. The position requires periods of sitting, standing, bending, stooping and walking.