



Title: Construction Superintendent

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Facilities Manager.

May exercise direct supervision over professional and para-professional staff.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in any field or equivalent.
- **Experience:** Requires seven or more years of related experience. Requires advanced knowledge in highly specialized systems and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire. Registered Professional Engineer Desired.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.
- Bachelor's degree in Engineering is preferred.

JOB SUMMARY

The purpose of this position is to support the mission of the Public Works – Utilities Department through management of capital and operational programs, projects, and providing technical expertise in all phases including planning and budgeting. Identifies needs; develops project scopes of various complexities; implements solutions through projects; manages engineering staff and project teams composed of consultants, developers, and vendors; actively participates in the development of the capital improvement program; develops departmental procedures and policies; acts as point of contact for interdepartmental and interagency efforts; often leads special projects.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
2	Manages Several Capital Programs. Identifies projects that are inline with departmental needs and goals.
3	Project Management. Makes scope and budget decisions.
4	Provides Technical Support. Evaluates accuracy and applicability of studies and other research work.
5	Leads Special Projects and Studies. Evaluates options and recommends final solutions.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
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 individuals with disabilities to perform the essential functions.					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.



City of Peoria

HUMAN RESOURCES

Work Environment for this position is indicated below with “X”

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse	X
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation	

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, laptop, printers, scanner, copy / fax machine, and related software, telephone, camera.

PROTECTIVE EQUIPMENT REQUIRED:

Protective clothing, footwear, eyewear, hard hat.