



CITY OF LEON VALLEY JOB DESCRIPTION

JOB TITLE: Superintendent

DEPARTMENT: Public Works

FLSA STATUS: None-Exempt

EFFECTIVE DATE: July 28, 2026

JOB SUMMARY:

Under the general direction of the Assistant Director of Public Works, provides technical research, planning, and management of projects; provides administrative support to the Director and Assistant Director of Public Works. Responsible for planning, development, and implementation of general, scheduled, and/or preventative maintenance of all City property, vehicles, and equipment. Responsible for administering and overseeing training for streets, water, and maintenance crews, and ensuring training is up-to-date and in compliance. Responsible for administering and managing the City's grant program as it pertains to public works. Responsible for related work as required.

ESSENTIAL JOB FUNCTIONS:

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; incumbent must be able to perform all essential job functions of this position and of those duties not identified but relatable to this position or its department.

Assist in planning and scheduling of departmental activities so that city policies and programs are planned, implemented and completed in a timely, cost-effective and professional manner;

Provide grant administration for departmental programs;

Monitor state and federal regulations pertaining to public works and the environment;

Assist in the preparation of the annual departmental budget and the administration of the approved budget;

Assist in the development and implementation of policies, procedures, and long-range plans within the department and City;

Serve as the Department's Safety Officer. Ensures that subordinate personnel are adequately trained in all aspects of their jobs, to include the proper use of equipment;

Ensure completion of cleaning, maintenance and servicing of tools and equipment;

Assist with preparing annual street program maps and quantities, update the street condition survey.

Serve as staff liaison for citizen groups and represent the department at various functions;

Supervise Public Works' records management and other administrative requirements;

Conduct workplace and equipment inspections to evaluate the safety of the working environment and ensure that corrective action is taken;

Supervise and assist the Public Works Foreman/Manager with the daily operations of the Public Works Department; assisting with supervising shop operations and personnel; building maintenance supervision.

Supervise the application of herbicides and pesticides by subordinate employees;

Communicate effectively by telephone, in person and in writing with the public, coworkers, supervisors, including persons of diverse backgrounds;

Assure City compliance with federal, state and local laws regarding environmental and public works issues;

Conduct monthly inventory, reconciliations, monthly billings and complete year-end inventory;

Ensure that departmental operations are performed in concert with all applicable laws, ordinances and policies/procedures from the City Council, City Manager and Director of Public Works;

Required to work a flexible schedule, to include evenings hours, weekends, and holidays;

Must be able to attend work regularly and predictably;

Proficiently operate a personal computer using word processing, spreadsheets, presentation, databases, and internet programs;

Prepare correspondence, reports, forms, flowcharts, graphs, spreadsheets, project schedules, and presentations for diverse and special interest groups;

Sit for extended periods of time reading and writing reports and correspondence and compiling statistical data and reports on a computer;

Search files, assemble information, file and retrieve from file cabinets;

Use tact, diplomacy and discretion as required;

Read, write, and converse effectively in English; and

Must not pose a threat to the health and safety of self or others.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE USED:

Must be able to use lawn mower, weed eaters, roller, mini excavator, sweeper broom, work truck, trench, bob cat hand saw, skill saw, chain saw, drill press, axe, air compressor and various other power and hand tools; in a safe manner. Must be able to use telephone, copier, calendar, computer technology, and intermediate use of Windows operating software to include Microsoft Word, Excel, and Power Point.

ENVIRONMENTAL FACTORS:

Must be able to work indoors and outdoors in variable temperatures and weather conditions, including heat, cold, temperature swings, and inclement weather. Will come in contact with some exposure to dust, chemicals, fumes and loud noises that are routinely encountered in municipal maintenance and construction operations, using proper safety precautions.

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
-Health and Safety Factors-				
Mechanical Hazards				O
Chemical Hazards				O
Electrical Hazards				R
Fire Hazards				R
Explosives				N
Communicable Diseases				R
Physical Danger or Abuse				R
Inclement Weather				F

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
-Environmental Factors-				
Respiratory Hazards				D
Extreme Temperatures				D
Noise and Vibration				D
Wetness/Humidity				M
Physical Hazards				D

OVERALL PHYSICAL STRENGTH DEMANDS:

Must be able to lift and carry a minimum of 80 pounds and pull, push or drag up to 150 pounds of equipment; Climb, crawl, kneel, squat, stoop and bend freely when repairing, cleaning or constructing various municipal property. Walks long distances on uneven terrain and hard surfaces. Must be able to maintain all physical demands illustrated in this Job description and through the course of employment.

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium	Heavy X	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.

PHYSICAL DEMANDS:

Must be able to sit or stand for extended periods of time while performing various tasks.

C Constantly 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
--	--	---	--	-----------------------------

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	C	around work site, communicating with co-workers
Sitting	F	in work truck, while completing various projects
Walking	C	around work site
Lifting	F	equipment, supplies

Carrying	F	equipment, supplies
Pushing/Pulling	F	equipment, tables and chairs
Reaching	O	for supplies
Fine Dexterity	R	
Kneeling	O	retrieving items from lower shelves/ground
Crouching	O	retrieving items from lower shelves/ground
Crawling	O	inside attics/pipes/ditches, under equipment
Bending	O	making repairs
Twisting	F	getting inside the vehicle
Climbing	F	ladders, onto equipment, stairs
Balancing	O	on equipment, on ladders
Vision	C	observing the work site
Hearing	C	listening to the equipment
Talking	F	communicating with co-workers and public and on the telephone
Foot Controls	F	equipment
Other (specified if applicable)		

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college, resulting in a Bachelor's degree or equivalent years of experience.
Experience	Five years' experience in a public works or related field and two years of supervisory experience is required
Supervision	Work requires supervising and monitoring performance for a regular group of employees or department, including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed. A first-line supervisor typically performs these functions.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach an agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.
Technical Skills	Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Fiscal Responsibility	Position has no fiscal responsibility.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such

	education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	A valid Texas Department of Public Safety Driver's License and the ability to remain eligible to drive under the City's driver evaluation program is required;

PRIMARY WORK LOCATION

Office Environment		Vehicle	
Warehouse		Outdoors	X
Shop		Other (See Environmental Factors)	
Recreation/Neighborhood Center			

SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Print Employee Name

Employee Signature

Date

Human Resources Director

Date

Comments:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change. The Job Description is a guideline of possible job duties and functions you may exhibit in your day-to-day operation; the job description is not an employment contract.