

CITY OF BANCROFT
JOB DESCRIPTION
WORKING PUBLIC WORKS SUPERINTENDENT
APRIL 2024

REPORTS TO: City Director

FULL-TIME POSITION: hourly

SALARY RANGE: TBD on qualifications

SUPERVISES- Street and Park Works Employees (FTE and temporary seasonal help as applicable)

REVISION DATE:

DUTIES AND RESPONSIBILITIES

- Directs and/or assists with mowing city property, mosquito control, and overseeing operations, programs, and maintenance of all city owned facilities and grounds including but not limited to trees, shrubs, ditches and city owned right of ways
- Directs and/or assists with maintenance of all streets, alleys, and sidewalks including snow removal, and maintaining operations, including repair and replacement not to exclude traffic signs and markings
- Assists with public improvements, including necessary certificates and licenses required for effective city operations, monitored and maintained in accordance with City ordinances and State or Federal law
- Directs and/or assists with the operation of the drinking water, sanitary and storm sewer system including repairs, maintenance and compliance with City ordinances and state reporting guidelines
- Employee Supervision – Evaluates employees, updates job descriptions as necessary, takes disciplinary action against employees when necessary with complete and accurate records of said action, reports out-standing performances of employees to the City Director.
- Assigns to employee's tasks to be accomplished and timeframes in which to be completed, following up to ensure the assignment is complete and meets the standards expected with each assignment
- Ensures timecards are accurate and reported timely per city policy, signing with approval for payment at the end of each pay period
- Responsible for proper maintenance and schedules repair of all city equipment
- Manages all work orders and complaints within the policy of the city for appropriate follow up and response.
- Responsible for department supply and equipment needs, estimating future equipment needs.

- Obtain and maintains water, storm water and wastewater operation certifications per state regulations
- Attends seminars and workshops as necessary to maintain certifications or as directed by the City Director.
- Ability to establish effective working relationships with co-workers, City Director, council, mayor, contractors, engineers, and the public
- Other duties as assigned by the City Director.

KNOWLEDGE SKILLS AND ABILITY:

- Reading, writing, math skills
- OSHA rules and regulations
- Basic computer skills
- Identification of maintenance needs and procedures
- CDL certification with ability to operate all City Equipment
- Spraying public areas for weed control.
- Water, storm water and wastewater operation regulations

Entry Level Requirements:

- High School Diploma or General Equivalency Diploma (G.E.D.)
- Two (2) years of experience in construction, heavy equipment operation, or electrical/mechanical work
- Commercial Driver's License, Safety Training, CPR and First Aid, Bloodborne Pathogens
- State of Iowa license to spray for Weed and Mosquito Control in public areas of the City or attainable within in 6 months of hire date
- CPO for pool operations
- Certification in water treatment, water distribution and wastewater treatment per Iowa State standards for the city within two (2) years of hire date

Physical Requirements:

- Typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pulling, lifting, grasping, feeling, hearing, and seeing.

- May be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, and intense noises
- Heavy work: exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects
- Environmental Conditions:
- This position will be subjected to varying weather patterns to include rain, hail, snow, sleet, freezing rain, heavy wind, etc.

Disclaimer:

Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.