

JOB DESCRIPTION

Public Works Superintendent

State Class – Water-Wastewater Operator/Superintendent
Point Rating 293

Department: Public Works

Supervisor: City Council



POSITION OBJECTIVE

To be responsible for the overall daily operations, maintenance, and repair of municipal utilities, streets, parks, and municipal buildings. Oversees and participates in both routine and skilled labor, and performs some administrative duties.

ESSENTIAL FUNCTIONS

- Maintain, monitor, and operate municipal water system.
 - Hold proper license for a Class C Water Treatment Plant.
 - Prepare samples, required reports, maintain system maps, records and maintenance logs in accordance with all State regulations.
 - Operation of water treatment facilities.
 - Maintenance and repair of water tower, wells, pumps, treatment plant, hydrants, curb stops, water mains, metering.
 - Inspection of all new connections or disconnects to the system.
- Maintain, monitor, and operate municipal sanitary sewer system.
 - Hold proper licensed for Class D waste water system.
 - Prepare samples, required reports, maintain system maps, records and maintenance logs in accordance with all State regulations.
 - Operation of waste water treatment facilities.
 - Maintenance and repair of lift stations, mains, treatment plant, and other related facilities.
 - Inspection of all new connections or disconnects to the system.
- Maintain and monitor storm sewer system.
- Collects and distributes refuse containers as needed.
- Official Weed Inspector for the City.
- Assists in enforcement of City ordinances as they relate to water/sewer regulations.
- Maintain and operate all City equipment, including but not limited to lawn mowers, trimmers, sprayers, loaders, snow removal equipment, motor vehicles, or other city equipment.
- Performs general street (alley, sidewalk, parking lots) maintenance.
 - Snow plowing/removal, sanding, patching, grading, paving.
 - Coordinate with contractors and engineers regarding large improvement projects.
- Care and maintenance of all municipal buildings and grounds, including rentals, campgrounds, parks, and cemetery.
 - General building maintenance and minor repairs.
 - Mowing, tree trimming, removal, planting, fertilizing and weeding.
 - Removal of waste and debris; general upkeep.
- Oversees brush and compost site, adhering to DNR rules and requirements.
- Coordinate and plans duties related to special events, emergencies, and other City activities.
- Assist City Clerk with development and administration of operational budget.

- Responds to concerns, issues, and complaints from the public, elected officials, or regulatory agencies.
- Attend City Council or other advisory board meetings.
- Performs other related duties and assumes other responsibilities as directed or apparent.

SUPERVISION

- Schedules and assigns personnel and establishes work priorities.
 - Clearly communicates work assignments, expectations, City policies, and department procedures to employees.
 - Provides and coordinates on-the-job training and identifies additional education, classes, seminars, or certifications needed to meet department requirements.
 - Participates in the selection, orientation, and training of department personnel and makes recommendations regarding staffing.
 - Maintains appropriate workplace discipline and promotes a positive, productive work environment.
 - Leads by example and demonstrates the standards of conduct, safety, and work performance expected of department employees.
 - Conducts employee performance reviews in accordance with City policy and identifies and addresses employee concerns or performance issues promptly and takes appropriate action to resolve them.
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KNOWLEDGE, SKILLS, AND ABILITIES

- Must have a flexible schedule, be able to respond to calls after hours, willing to work some evenings and weekends on a rotating on-call schedule.
- Must be able to lift, carry, and move heavy objects.
- Must be able to safely operate heavy equipment.
- Ability to work in adverse conditions.
- Comprehension of state and federal workplace safety requirements and procedures.
- Ability to communicate tactfully and effectively

GENERAL EXPECTATIONS

The Public Works Superintendent is expected to be a working supervisor who is willing and able to assist with the duties of the department as needed. Because the City operates with a small staff, flexibility and teamwork are essential.

The supervisor must be willing to perform a variety of duties, respond to changing priorities, and assist other City departments when necessary to maintain essential services and provide quality services to the community.

MINIMUM REQUIREMENTS

- High school diploma or equivalent
- 5 years maintenance experience
- 3 years in supervisory capacity (*preferred but not required*)
- Must possess or be able to obtain Class C Water License and Class D Waste Water License *within 12 months of hire***
- Must possess valid Minnesota Class B Driver's License or be able to acquire within 6 months.
- Must live within a 15-minute response time of the City of Twin Valley

*** The City recognizes that the issuance of licenses by the State or other regulatory agencies may be subject to timelines and circumstances beyond the applicant's or City's control and will work with dedicated employees on a case-by-case basis.*

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Twin Valley is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.