



COVID 19- VACCINATION IS A CONDITION OF EMPLOYMENT

Class Title: Superintendent
Department: Community Economic Development
Reports To: City Manager

Last Reviewed: Fall 2022

POSITION SUMMARY

This position is at-will. The Superintendent is a supervisory position reporting to the City Manager or her designee. The Superintendent is responsible for a wide variety of operations: Code Enforcement, Water, Streets, Parks and other community functions. The Superintendent is also responsible for coordinating with the City's Consulting Engineers regarding Infrastructure and C.I.P. Engineering.

This position performs and or oversees a variety of supervisory, administrative, skilled, technical, and maintenance work in the planning, construction, operation, repair, maintenance, and replacement of City water, sewer, street, and storm drainage facilities and systems. This position will be subjected to periodic background checks and substance testing.

GENERAL DESCRIPTION

This position works under the guidance and direction of the City Manager or her designee to manage and supervise operations of the Public Works and or Community Development Departments and to achieve goals within available resources. This position is responsible for the overall management, supervising, and coordination of activities. These activities may include but are not limited to utilities, public facilities, parks, water systems and more.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Management Responsibilities

- Responsible for monthly financial oversight of assigned funds and prepares the annual budgets for the Assigned funds.
- Must manage social media, manage phone Apps related to customer service, and have mastery of Outlook and Teams.
- Support planning, public works, community development, code enforcement leadership.
- Reviews contract bids and consultant design work.
- Oversees the preparation of engineering designs, specifications, cost and quantity estimates of projects involving capital road, sidewalk, utility or building construction and related activities.
- Provides advice to and coordinates with officials and the public on engineering and technical matters and procedures necessary to the operation of City services. Analyzes and reports on service impacts of proposed plans and developments on City's utilities. Assists in development,

revision and administration of various utility and City Comprehensive Plans and Zoning Ordinances.

- Manages complex maintenance projects from inception through completion.
- Serves as an instrumental component of the City's Emergency Management team.
- Implements and maintains sound organizational practices, controls costs and otherwise directs and controls departmental operations to assure optimum services to the community.
- Evaluates staff if assigned
- Sets and monitors performance measures and implements directives as assigned.
- Performs other duties as required by the City Manager.

Supervisory Responsibilities

This position includes both worker and supervisory duties if assigned. This position is for a working supervisor. The City may or may not maintenance workers reporting to this position. Regardless of staffing, this position is responsible for:

Asset Maintenance- Preventive

- Inspects and supervises repairs, maintenance, installations and all related duties.
- Requisitions needed supplies for the department and maintains a variety of records relating to personnel, equipment, supplies, water consumption and reports.
- Provides operations guidance for construction of structures.
- Ensures longevity of assets.

Asset Maintenance- On call/Emergencies

- Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation, determines if liability lies with the city or the property owner; explains findings to property owners and notifies appropriate water and sewer crew if necessary.
- Provides recommendations regarding heavy equipment purchases and requisitions all supplies and materials needed for effective department operation.
- Provides customer service.

Workplan Implementation

- Plans, schedules and implements construction, maintenance, and operation and construction activities
- Supervises the location of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation and informs crew of such locations.
- Contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.
- Ensures the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use.
- Analyzes annual operating costs and makes recommendations for department budget.

Supervision

- Trains, supervises and disciplines employees performing the duties of maintenance, construction and repair of water, sewer, street and storm drainage facilities.

- Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of city asset.
- Oversees the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.
- Assists in motivating and evaluating personnel by acting as a liaison between crew members and other City supervisors.
- Maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, etc.
- Determines the locations of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation.

PERIPHERAL DUTIES

- Attend seminars and workshops related to duties and responsibilities.
- Performs backup duties for other related positions as needed.
- Assists in the training of city personnel in public works systems and techniques.

SUPERVISION RECEIVED

Works under the general direction of the City Manager or her designee.

MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from an accredited two-year engineering or technical training institute or extensive progressively responsible work experience in the utilities or general maintenance and trade area.
- Must be technologically savvy and able to manage cell phone applications, social media, Microsoft Suite and have mastery of outlook and Teams.
- Water Distribution Specialist II Certification or ability to obtain.

Necessary Knowledge, Skills and Abilities:

- Thorough knowledge of materials, methods, and techniques commonly used in construction, and repair activities.
- Thorough knowledge of the occupational hazards and safety standards and practices applicable to the work being supervised.
- Good knowledge of Federal, State, and local regulations and standards, and of City and department policies and procedures.
- Working knowledge of applicable state and federal regulations related to water and sewer utilities, streets, storm water systems and land development.
- Good knowledge of preparing and maintaining records and files, including project/program records, equipment and material purchasing and accounting.
- Good knowledge of the properties, utilization, and care of the materials, tools, and equipment used by the employees supervised.
- Ability to effectively supervise and coordinate the activities of skilled, semi-skilled and unskilled employees performing a wide variety of maintenance, repair, and service functions.

- Ability to make sound and timely recommendations for project implementation, and/or modification based upon established department plans and results of personal observations and needs analysis. Ability to read charts, diagrams, and blueprints.
- Ability to effectively communicate orally and in writing and establish and maintain effective working relationships with management, employees and the general public.
- Ability to work on the development of a budget, including preparing objective, programs, and long-range planning, and program/project estimating.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is also required to walk, handle, feel, or operate objects, tools, or controls, and reach with hands and arms.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud.

OTHER DUTIES AND LIMITATIONS

The duties listed above are attended only as illustrations of the various types of work that may be performed. The omission of 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.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date:

Revision History: