

**CITY OF CARTER LAKE  
JOB DESCRIPTION**

**POSITION:** Maintenance Superintendent

**DEPARTMENT:** Maintenance

**IMMEDIATE SUPERVISOR:** Mayor

**KNOWLEDGE AND EDUCATION:**

- Preferred college degree as it relates to public works, construction and maintenance activities and/or High School Diploma with five years' experience in public works construction, water distribution operation, maintenance activities and supervisory experience or an equivalent of training and experience which provides the required knowledge, skills and abilities.
- Must have a current valid driver's license and be able to obtain a CDL should it become necessary.
- Prefer a candidate who hold the Iowa DNR Certification as a Level 2 Water Distribution Operator. Or the ability to obtain said certification within one year of hire date.
- Knowledge of the principles and practices of public works administration and knowledge of the municipal public works facilities and equipment.
- Knowledge of local, state, and federal laws pertaining to municipal public works.
- Have the ability to establish and maintain effective working relationships within the department and with other departments as well as the public.
- Knowledge of methods, equipment and materials used in surface and underground construction and maintenance work

**FUNCTIONS OF POSITION:**

**Maintenance**

- Directs and oversees department operations and capital budgeting.
- Responsible for planning, design, construction and maintenance of City public works to include water and sewer systems.
- Completes required testing, prepares and develops work schedules for water and sewer infrastructure maintenance, and oversees City and outsourced crews, meeting all DNR water distribution requirements.
- Read engineering plans and specifications and interpret them to others and the ability to develop working diagrams and plans for the guidance of the work crew.
- General repairs/maintenance of public buildings.
- Checks paved and unpaved surfaces or sidewalks and determines work procedures necessary to repair or patch surfaces.

- Directs or performs job functions related to the water and sewer utility as directed by the City Council such as but not limited to meter installations for new construction, meter repairs and water turn offs and turn-ons.

### **Supervisory**

- Schedules, inspects and/or works with the crew on repair and maintenance of projects and equipment
- Reviews subordinates in the completion of their assigned tasks and supervises a citywide program of street and sidewalk construction and maintenance.
- Oversees the selection, training, work assignments, performance evaluations, and discipline of all department employees.

### **Communications**

- Confers with and advises the City Council and others concerning public works matters.
- Attends Council meetings and required workshops to provide updates or project information as directed by the Mayor or City Council.
- Builds and maintains positive and cooperative relationships with other City departments.
- Responds to emergency situations as appropriate.
- Prepares and communicates with DNR all required reports and information regarding water distribution operation, maintenance and testing.

### **Administration**

- Prepares or directs the preparation of regular or special reports.
- Prepares departmental budget
- Maintains maintenance records on City owned maintenance equipment.
- Completes all reports, maintains records, and updates GIS system for all City infrastructure, water testing, and requirements by DNR pertaining to water distribution operation.

The Maintenance Superintendent position is hired by the City Council and is evaluated for merit review by the City Council and reports to the Mayor. The Maintenance Superintendent position is full time with full time benefits as outlined in the personnel manual. The position is a salary position with no overtime paid.

This form is used to provide a general description of job duties. It is not intended to be used as a training device or to define the limits of the job duties performed by the employee.