



City of Carlisle, Iowa  
Invites applications for the position of:

Public Works Superintendent

**SALARY RANGE:** \$80,000 - \$90,000

**OPENING DATE:** 09-01-2022

**CLOSING DATE:** 10-03-2022

**About the Community:** Carlisle, Iowa, is a growing community of 4,160 residents located adjacent to Des Moines southeast side. More information on the community is available at [www.carlisleiowa.org](http://www.carlisleiowa.org)

Carlisle is a full government service community with seven departments including City Clerk/Finance, Fire/EMS, Police, Library, Public Works, Parks & Recreation, and Municipal Electric. The Public Works department is staffed by seven full time employees including the Superintendent. The City has recently updated its Comprehensive Plan, made investments in Public Works equipment, and is undergoing an update to its Water Master Plan.

**INFORMATION:** The City of Carlisle is accepting applications for Public Works Superintendent. Interested candidates should send resume, cover letter, and a professional writing sample.

**PRINCIPLE DUTIES AND RESPONSIBILITIES:** Under administrative direction, to serve as Public Works Superintendent of the City; to plan, organize and direct the development, operation and promotion of the Public Works department, including streets and sidewalks, snow removal, storm sewer, sanitary sewer and water. Manages multiple budgets, employees, and programs.

**ENTRY REQUIREMENT AND SKILLS:** Graduation from an accredited college or university with a degree in public administration, business administration, civil engineering, or other related field, or at least six (6) years of local government experience in the public profession. Post offer employment physical and drug screen and background check required. Certification, or ability to become certified within an agreed-upon timeframe, in water treatment, water distribution and waste water treatment at minimum grade required by City (currently Grade 2 for each) and Class B Commercial Driver's License or the ability to acquire one within 12 calendar months of hiring.

**HOW TO APPLY:** Applicants should submit a resume, a cover letter, and a professional writing sample specifying interest to City of Carlisle, Attn: Deven Markley, 100 North 1<sup>st</sup> Street, Carlisle, Iowa 50047. Professional writing sample can include professional documents, letters, email, or other correspondence highlighting the applications written communication skills. Please include current mailing address, phone number(s), and e-mail address.

**Equal Opportunity Employer**



**City of Carlisle  
Job Description  
Public Works Superintendent**

|               |                             |                    |                    |
|---------------|-----------------------------|--------------------|--------------------|
| <b>Name:</b>  |                             | <b>Department:</b> | Public Works       |
| <b>Title:</b> | Public Works Superintendent | <b>FLSA:</b>       | Exempt             |
| <b>Date:</b>  |                             | <b>Reports To:</b> | City Administrator |

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**Purpose of Position (job summary)**

Under administrative direction, to serve as Public Works Superintendent of the City; to plan, organize and direct the development, operation and promotion of the Public Works department, including streets and sidewalks, storm sewer, sanitary sewer and water.

This position is transitional in nature. The Interim Public Works Superintendent will work with and shadow the existing Public Works Superintendent until the existing Public Works Superintendent retires in December 2022. During the transition period, the Interim Public Works Superintendent will perform similar duties to the Public Works Superintendent but will have limited powers in regards to administration and employee relations. In January 2023, the Interim Public Works Superintendent will be reclassified and laterally moved to the acting Public Works Superintendent position.

**Relationships**

**Reports to:** City Administrator

**Supervises:** Water and Sewer Foreman, Water and Sewer Laborer, Streets Foreman, Streets Laborer

**Works with:** Mayor and Council, City Boards and Commissions, City Hall, Municipal Electric, Fire, Library, Parks and Recreation, Police and Electric Departments and the general public

**Major Areas of Accountability/Responsibility**

- Plans, organizes, directs and coordinates the work of the public works department and its employees.
- Directs and coordinates the operation and maintenance of the streets and sidewalks, storm sewer, sanitary sewer and water systems, including the water treatment plant, water production, distribution and storage facilities, wastewater treatment plant and collection facilities; assists with the operation and maintenance of the aquatic center and other parks facilities; assists the Electric Department during outages and other emergencies.
- Assists in the planning for and direction of new construction.
- Assists in the development and makes recommendations regarding the capital improvements projects budgets.
- Participates in and coordinates the preparation of studies and reports concerning the operation of the public works department.
- Prepares and submits recommended operating budgets to the City Administrator.
- Recommends improvements for the streets and sidewalks, storm sewer, sanitary sewer and water systems
- Coordinates engineering and inspection of all city and developer public works projects.
- Develops and Oversees Sidewalk Inspection program and sends notices for repairs working with City Hall to ensure work, as needed, is properly assessed and bid out.
- Performs water and sewer operator work and street and storm sewer maintenance under emergency conditions.
- Evaluates staff and existing programs; attends staff, Council and other meetings as needed; performs supervisory duties including interviewing and recommending hiring, training, assigning work, disciplining, evaluating, and recommending discharge.
- Knows emergency safety procedures
- Possesses knowledge of City, State and Federal laws as well as OSHA regulations and ensures employees adhere to these regulations
- Prepares all regular employee work schedules, verifying hours worked; oversees that all time cards and forms are properly completed and submitted on time
- Submits required reports including monthly activity reports, staff updates, newsletter articles, budget reviews and monthly expenditures. Gives preliminary approval to payment of departmental bills in accordance with established policy and procedures.
- Attends seminars and workshops related to Public Works Superintendent duties and responsibilities.
- Assists other City departments and performs related work as required.

## **Qualifications**

### **Minimum training and experience required to perform essential duties and functions:**

- A Graduation from a standard high school or GED equivalency and graduation from a college or university with a bachelor's degree in public administration, civil engineering or a closely related field, or

- B At least five (5) years of increasingly responsible professional experience in a public works related experience.
- C Comprehensive knowledge of current principles and practices of public work operations and municipal budgetary principles/practices.
- D Certification, or ability to become certified within an agreed-upon timeframe, in water treatment, water distribution and waste water treatment at minimum grade required by City (currently Grade 2 for each)
- E Class B Commercial Driver's License or the ability to acquire one within 12 calendar months of hiring.
- F Any equivalent combination of education and progressively responsible experience

**Minimum physical and mental demands required to perform essential duties and functions:**

***Required Physical Activities:*** Walking, balancing, climbing, standing, stooping, lifting, pulling, pushing, reaching, talking, feeling, hearing, finger dexterity, grasping; ability to climb stairs and ladders and to go on construction sites to inspect and to direct work.

***Physical Characteristics of Work:*** Work involves standing and/or walking 60% of the time and sitting approximately 40% of the time. Medium work requiring exertion of up to 20 pounds of force routinely. Exertion of up to 50 pounds of force occasionally and exertion of more than 50 pounds infrequently to lift or otherwise move objects.

***Vision Requirements:*** The minimum standard for use with those whose work deals the ability to read and complete written reports, read computer screens, adjust focus and identify and recognize colors

***Cognitive Demands (necessary knowledge, skills and abilities):***

- A Knowledge of the principles and practices of modern water production, distribution and storage, wastewater collection and treatment and street and storm sewer operation and maintenance. Knowledge of the materials, methods and practices required in municipal water, sanitary sewer and street construction and maintenance. Knowledge of local, state, and federal requirements and laws governing the operation of water and sewer utilities. Ability to plan, organize and direct the work of the departmental staff. Ability to prepare concise and effective reports and correspondence. Ability to read and interpret engineering plans and specifications. Knowledge of the Iowa Statewide Urban Design and Specifications Manual and the Manual on Uniform Traffic Control Devices
- B Skill in operation of listed tools and equipment

- C Ability to accurately record and maintain records; ability to plan, organize and supervise water and sewer operators, water and sewer laborers and street laborers and assigned staff
- D Ability to use logic or science to solve problems with several abstract and concrete variables; ability to perform arithmetic and geometric calculations.
- E Knowledge of and ability to perform effective training methods.
- F Ability to report, write or edit articles for publication; ability to prepare and deliver talks; ability to interview, counsel or advise people; ability to evaluate technical data; ability to use a telephone and a mobile radio.

**Language Ability and Interpersonal Communication:** Ability to establish and maintain effective working relationships with other employees, elected and appointed officials, customers and the public.

**Environmental Adaptability:** The work is performed both inside and outside and includes seasonal exposure to cold and heat. The employee may also be exposed to darkness or poor lighting, dirt/dust, fumes/odors, moving machinery, noise, vibration, visual strain, wetness/humidity, mechanical hazards, chemical hazards, traffic hazards micro-biological hazards and bodily injury. Also, the work may expose the employee to unpleasant social situations, significant work pace pressure and irregular work hours.

**Special requirements:**

- A Must have the following licenses:
  - Valid Iowa driver's license required (or ability to attain within six months)
  - Must possess a current Commercial Driver's License and endorsements at time of hire and throughout employment.
  - Valid certifications for operating the Water and Wastewater Treatment Facilities (as designated by the Iowa Department of Natural Resources) or the ability to obtain these within 18 months of notice by the city.
- B Shall establish residency within 30 miles of the Public Works office within the first 6 months of employment.
- C Shall be generally available for off-hour emergencies.
- D Ability to pass pre-hire physical and ongoing random alcohol and drug testing

**Tools and equipment used:** General purpose maintenance equipment, general purpose hand tools, protective clothing, safety equipment, electrical welding equipment, combustible gas meter, drills, grinder, generator, mowers, pumps, saws, sprayers, generators, extension cords, ladders, chains, measuring equipment, sledgehammer, jackhammer, hoses, oils, traffic control equipment, thermometers, hazardous chemicals and materials, calculator, personal computer, computer network, computer printer, computer software, MSDS documentation, OSHA regulations, DNR rules, MUCTD, City of Carlisle Code of Ordinances, Code of Iowa, personnel policies, dictionary, telephone, radio, fax machine, photographic equipment, copy machine, dump truck, flat bed truck, pickup truck, back hoe, skid steer loader, tractor, air compressor and air or hydraulic dirt tamper.