

City of Ely
Job Description

Position Title: Street Superintendent & Public Works

Department: Public Works

FLSA Status: Non-Exempt

Reports to: Public Works Director

Position Type: Full-time

General Summary

This employee performs a variety of skilled and unskilled tasks under the general supervision of the City Administrator and Public Works Superintendent, including, but not limited to: services relating to the maintenance, repair, and snow removal of streets, curbs, sidewalks and right of way; coordinates the daily activities by determining manpower, equipment and material needs for specific jobs, providing instruction and guidance and inspecting final product; vehicle and equipment maintenance & minor repair; assists with park and recreational/sports field maintenance, mowing, building maintenance & repair, assist in the operation and maintenance of water and sanitary sewer/wastewater treatment facilities, and street maintenance. Position operates all public works vehicles, machines and equipment. Position has considerable direct contact with the public.

This position is considered Full-Time and requires weekend duties on a rotation basis. This position may, from time to time, require the employee work additional overtime hours.

Some duties and tasks of this position may be performed in conjunction with other city employees or a consultant hired by the City.

Essential Functions

- Operation and maintenance of all aspects of streets including but not limited to: inspection of streets, curbs, gutters and sidewalks to determine repair and replacement and the nature of work required including manpower, equipment and material needs.
- Repair of potholes, manholes, storm sewers, and catch basins.
- Removal of snow as well as sanding/salting of streets and sidewalks using trucks, tractors, and other equipment as needed including but not limited manpower, equipment and material needs.
- Sweeping of streets and alleys using motorized street sweeper.
- Spreads and levels gravel on unpaved streets.
- Spreading, rolling and tamping asphalt to re-surface streets.
- Trimming and removal of trees and brush using chainsaw and chipper; removal of fallen branches and other objects which are hazardous to public safety.
- Hauling of dirt, rock, sand and gravel to job/storage site.
- Installation and maintenance of traffic signs and markers; traffic control equipment, traffic lane marking/painting.
- Hanging signs and decorations in streets or buildings using wire, rope and hand tools.
- Erection of barricades, fences and rails to protect the public.

- Responsible for the maintenance and repair of all vehicles, machines and equipment operated by the Public Works Department, Parks department, and the general administrative department.
- Assists in repairing broken sewer and water lines; replacing worn damaged or defective pipes; positions, joins, aligns and seals pipe sections.
- Assists with the mowing and removal of weeds on city property.
- Assist with the maintenance and repair of buildings, equipment and facilities utilizing skills associated with the carpentry, plumbing, electrical, masonry painting and kindred building maintenance trades.
- Responsible for the preparation and submission of all reports for the department.
- Coordinate with Clerk/Administrator on preparation and execution of the annual budget and Capital Improvements Program.
- Other Duties as assigned by the City Clerk/Administrator.

Entry Level Requirements

- Possession of a current Commercial Driver's License
- High School Diploma "GED" or equivalent
- Experience and/or education in street maintenance preferred but not essential

Knowledge, Skills & Abilities

Knowledge of the work methods, general practices, materials and equipment used in various public works activities such as construction (new work, additions, alterations and repairs) to streets, curbs, sidewalks, water and sewer distribution systems; maintenance (snow removal, street sweeping, tree trimming; traffic control; building trades (carpentry, plumbing, electrical, roofing, painting).

Ability to understand and communicate written and oral instructions and establish and maintain effective working relationships with employees, peers and the public.

Ability to manage self and organize daily work and special projects effectively. Ability to plan and complete a wide variety of projects, including but not limited to: construction and construction related projects, ongoing routine work, and snow removal; ability to work with contractors and outside agencies on an ongoing basis and a project basis. Ability to exercise sound judgment in decision making and setting work and project priorities. Ability to read, write and comprehend the English language as needed to communicate effectively with supervisor, elected officials and the public. Ability to occasionally lift objects weighing up to 90 pounds to at least waist level and carry them up to 10 feet unassisted.

Ability to identify conditions which represent hazards to employees and the public and initiate proper safety practices.

Required Licenses & Certifications – (*Required within one year of beginning employment*).
Class "B" Commercial Drivers' License

Working Conditions

Physical Characteristics: Works in a typical office and construction field environment, subject to extended hours during the construction season and winter for snow removal; on-call during non-office hours to respond to emergency calls and for snow removal and to respond to occasional work-related inquiries from the public or City personnel. Must be able to work within a construction environment where access to facilities is somewhat difficult. Must be able to move heavy objects such as manhole lids or inlet grates; climb and walk over uneven terrain. Work includes sitting in a set position to operate various types of equipment for prolonged periods of time. Must possess physical ability to inspect and monitor construction projects or activities.

Environmental Characteristics: Considerable amounts of work are performed primarily outdoors in all weather conditions that are experienced in eastern Iowa. Work conditions include all variety of temperature and other weather-related conditions that may reasonably be expected out of doors in east-central Iowa; the work environment may include unpleasant images and/or odors.

This job description is not intended to limit the responsibilities of any employee assigned to this position to those listed herein. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties when requested by the employee's supervisor and/or City management. The level of involvement may vary based on the city's need and individual capabilities.

Salary Range: \$59,000 - \$65,000