



## POSITION DESCRIPTION

<b>Position:</b>	Public Works Superintendent
<b>Supervised By:</b>	City Manager
<b>Supervises:</b>	All full- and part-time Departmental staff, as well as occasional volunteers
<b>FLSA Status:</b>	Exempt
<b>Status:</b>	Full Time, At-Will

### **General Summary**

Under the general supervision of City Manager, the Public Works Superintendent provides general and skilled labor in support of a wide range of maintenance and repair projects involving City streets, buildings, grounds, vehicles, and equipment utilizing light and heavy equipment. Oversees and participates in the daily activities of department and supervises personnel. The superintendent supervises and directs all aspects of these operations including, planning, construction, operation, repair, maintenance, personnel management, budgeting, and policy and procedure development. The position also coordinates closely with the Water and Wastewater Treatment Plant Superintendent, who manages the water production system.

This full-time position involves some seasonal evening, weekend, and holiday hours; on-call availability for emergencies is also required.

### **Essential Duties and Responsibilities**

An employee in this position may be called upon to perform any or all of the following essential functions. This list is illustrative of the nature of responsibilities for an employee in this position; it may not include all of the duties to be performed.

1. Plans, organizes, and directs all aspects of departmental operations including personnel, budgeting, general administration, maintenance and capital needs assessment. Develops, recommends and implements departmental policies and procedures, internal controls, and departmental goals and objectives in accordance with departmental needs, City directives and legal requirements.
2. Develops departmental mission and long-term plans to realize goals in accordance with community needs, demographic trends, and City vision. Plans, organizes, and directs all aspects of departmental operations including personnel, budgeting, planning, maintenance, and general administration.
3. Directs the recruitment and hiring of departmental personnel. Supervises personnel, evaluates performance, and oversees safety training and professional development. Takes disciplinary action according to established procedures.
4. Oversees seasonal and preventative maintenance of City streets and sidewalks, including repair, reconstruction, and seasonal snow removal. Responsible for coordination of City maintenance activities, including contracts for street sweeping and street tree maintenance. Serves as the primary point of contact to the Michigan Department of Transportation for the City's contract for services on State highways.
5. Responsible for the operation, maintenance, and repairs to the water distribution system and fire hydrants. Responsible for compliance with all State and Federal regulations associated with the operation of the water system. Coordinates the City's water meter replacement program and assistance to water customers with unusual high water usages.

6. Serves as the point of contact with the City's consulting engineering firm on the development of plans and bid specifications for various capital improvement projects involving streets and sidewalks, water utilities, City facilities, and the like. Participates in the review and approval of plans and specifications. With the consulting engineer, is the liaison to construction contractor, in some cases acting as the owner's representative and/or the construction project manager. Oversees inspection and testing of new water mains.
7. Implements maintenance of City properties, including parks, cemeteries, buildings, parking lots, and open spaces. Coordinates contracts for mowing of City properties and for the repair and maintenance of City facilities. Oversees construction activities by City staff and contractors on City facilities and properties. Manages seasonal use and operation of City facilities, including field preparation for recreational softball and baseball, preventative maintenance and repairs of City parks and parking lots, snow and ice removal in City parking lots and facilities.
8. Oversees the maintenance and repair of City vehicles, and medium to heavy equipment. Responsible for the maintenance of accurate equipment records.
9. Directs the operation of the City's yard waste and leaf collection programs, including composting disposal. Administers a former sanitary landfill site, including compliance with applicable State and Federal regulations.
10. At the direction of the City Manager, serves as the City's Zoning Administrator, overseeing zoning permits, review and inspection of private projects for compliance with the City's Zoning Ordinance, and assisting in the enforcement of the City's development ordinance and standards.
11. Prepares and presents annual budget requests, administers departmental budget, and ensures that the authorized budgetary and purchasing procedures are properly used.
12. Completes special projects and research, prepares status and special reports, and makes presentations. Attends City Council meetings, and other meetings as necessary.
13. Keeps abreast of developments and current issues in the public works field through continuing education and professional development. Attends conferences and training as appropriate.
14. Acts as Department spokesperson, establishing and maintaining effective relationships with citizens, community groups, employees, vendors, and other interests. Responds to public inquiries and investigates complaints.
15. Performs related work as required.

**Tools and Equipment Used:** Passenger motor vehicle, commercial dump truck, vector truck, various power construction and maintenance equipment, phone, computers, and a variety of office equipment.

**Required Minimum Qualifications**

Education and Experience:

1. An associate degree or knowledge and experience equivalent to an associate degree in engineering, construction technology, or a similar field.
2. A minimum of five years of progressively responsible experience in public works administrative functions (including a minimum of one year of supervisory experience), or an equivalent combination of training and experience.
3. A current and valid Michigan Class B Commercial Driver's License, or the ability to obtain one within one year of hire.
4. Possession of a Michigan S-3 Water Operator's Certification, or the ability to obtain one within two years of hire.

**Necessary Knowledge, Skills, and Abilities:**

The requirements listed below are representative of the knowledge, skills and abilities necessary to perform the essential functions of the position.

1. Thorough knowledge of construction and maintenance methods, materials, and equipment.

2. Thorough knowledge of the practices of municipal public works engineering, including experience in development of project plans and specifications; including experience reading, interpreting, and implementing construction plans.
3. Thorough knowledge of public works operations, and the principles, practices, policies, procedures, and State and Federal regulations related to public water distribution.
4. Considerable knowledge of the safety issues, tools, methods, and materials utilized in public works projects and utility operations.
5. Skill in assembling and analyzing data, and in preparing comprehensive and accurate reports.
6. Skill in effectively communicating ideas and concepts orally and in writing.
7. Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public, employees, City officials, project contractors, representatives of other governmental units, and professional contacts.
8. Ability to critically assess situations and solve problems, and to work effectively under stress, within deadlines, and changes in work priorities.
9. Ability to train, supervise, and evaluate the work of others.
10. Ability to respond to emergencies and address operational issues 24 hours a day.

### **Physical Demands and Work Environment**

The physical demands and work environment 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 regularly required to work outside the office at various public works sites, including project and construction sites, requiring the employee to traverse uneven ground and climb up or crawl down to access the site. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk and hear. The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch, crawl, and smell.

The employee must occasionally lift and/or move up to fifty (50) pounds and occasionally lift and/or move up to one hundred (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.

The noise level in the work environment in the field is usually loud and moderately quiet in office settings.

### **Application**

The duties listed above are intended only as illustrations of the various types of work that may be performed. This description should not be interpreted as describing all future responsibilities of the position or limit the nature and extent of assignments an employee may be given.

The Position 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.