

Public Works Superintendent

DESCRIPTION OF WORK:

General Statement of Duties: Responsible for supervision and performance of general maintenance/public works activities. Participates in maintenance work. Duties include maintenance of buildings, streets, public accesses to parks, water lines, sewer lines, water and sewer treatment facilities, and lift stations. Is responsible for the operation and maintenance of equipment such as: trucks, tractors, plow, sweepers. Is responsible for the construction and reconstruction of city streets, alleys, water lines, sewer lines and all park improvements.

Supervision Received

Works under the general supervision of the City Administrator and Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The listed examples may not include all duties performed. Duties may vary from time to time and are at the discretion of the city council.

1. Plans, organizes, directs, and coordinates the operations of the Maintenance Department.
2. Supervises all maintenance employees in the performance of their duties including assigning and prioritizing duties, reviewing, and approving work, jointly interviewing prospective employees, giving input to council on performance and discipline issues, and recommending hiring and dismissing of employees.
3. Responds to citizen concerns and complaints, resolves issues.
4. Maintains maps of street information, culverts, and storm sewer.
5. Maintains maps of water system.
6. Maintains maps of sewer system.
7. Monitors operations to ensure compliance with applicable laws, regulations, rules and policy.
8. Purchases parts, equipment, and supplies; obtains approval when needed.
9. Provides input to the City Administrator for budget preparation and assists in monitoring the budget during the year.
10. Oversees and performs street maintenance functions including snow plowing, drainage, patching, filling cracks, laying gravel, sidewalk maintenance and construction, determines street sign placement, straightens, and replaces street signs that are damaged, plows and shovels city property.
11. Develops a preventive maintenance plan for city vehicles and equipment and ensures it is followed; maintains and updates equipment records and performs minor to major repair of equipment and motors.
12. Oversees policies, procedures, practices, and training to ensure safety and efficiency in work environment.
13. Oversees and performs mowing of city road ditches; spraying of weeds; plants and removes trees as needed; trims trees and shrubs; assigns an Assistant Weed Inspector and maintains annual licensing.
14. Organize and maintain city garage/shop, water treatment facility, and sewer treatment facility.
15. Performs general custodial duties for all municipal equipment and buildings.
16. Operate small, medium, or large hand tools as required.
17. Attends Council meetings; gives prepared routine and special reports and makes presentations at the request of Council. Reports include all necessary expenditures, emergency or otherwise.

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18. Complete self-supervision is required daily. Self prioritizing, scheduling and work accomplishment are required.

OTHER DUTIES AND RESPONSIBILITIES:

1. Represents the city with state and county officials such as the local utility company, MnDot, Todd County Highway Department, MPCA, Mn. Dept. of Health.
2. Makes comparison checks on items to be purchased; submits information and makes recommendations to Council for decisions.
3. Shall obtain accurate information and communicate appropriately with citizens, Council, and staff regarding the maintenance department business by utilizing tact, diplomacy and/or restraint to negotiate, persuade or motivate as necessary.
4. Determines employee needs for on-the-job education and training and sees to it that proper classes, seminars, or workshops are attended and required licenses and certificates are obtained to meet overall needs of the department.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Considerable knowledge of the safe use of department equipment.
2. Considerable knowledge of tools, methods, operations and materials used in the maintenance department.
3. Considerable knowledge of surface water management and drainage control.
4. Considerable knowledge of the occupational hazards and safety precautions necessary to perform manual and maintenance work.
5. Considerable knowledge of Mn. Dept of Health, MPCA, MnDot and Todd County requirements.
6. Considerable knowledge of city ordinances as they pertain to the departments.
7. Considerable knowledge of traffic laws as they pertain to operating auto, trucks or street equipment.
8. Considerable skill in operating equipment for snow removal, sanding, general street work, general maintenance work on the water and sewer systems.
9. Working skill in building and vehicle maintenance.
10. Considerable ability to communicate orally and in writing.
11. Considerable ability to communicate tactfully and effectively with the public, regulatory agencies, elected officials and city staff.
12. Considerable ability to read and interpret technical manuals and to determine solutions to a variety of maintenance and repair problems.
13. Considerable ability to perform street construction, maintenance, and repair.
14. Considerable ability to perform water system construction, maintenance, and repair.
15. Considerable ability to perform sewer system construction, maintenance, and repair.
16. Considerable ability to lift and carry heavy objects, crawl, stand, bend, reach, climb ladders, sit for extended periods of time, and manipulate tools and objects requiring manual dexterity.
17. Ability to tolerate extensive periods of time working out of doors.
18. Working ability to organize, plan and direct work of others.
19. Is directly responsible to the City Council. As a department head, supervises workers.
20. Ability to read, write and understand English.

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QUALIFICATIONS:

- * 2 years post secondary preferred.
- * 5 years maintenance experience.
- * Valid Class B Minnesota driver's license
- * Valid Class "C" Water Operators license
- * Valid Class "B" Wastewater Operators license.

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

The employee must regularly lift and/or move up to 10 pounds, 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 frequently works near moving mechanical parts and in outside weather conditions and is frequently exposed to toxic or caustic chemicals. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and vibration.

The noise level in the work environment is usually moderate.

Public Works Employee

DESCRIPTION OF WORK:

Performs skilled work in construction, maintenance and repair of streets, sewer system, water system, parks and related public works. Work includes the responsibility for the operation and maintenance of equipment and plant facilities in the water, sewer, parks, streets, and related public works.

Supervision Received

Works under the general supervision of the Public Works Superintendent

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duties shall include, but not be limited to, the following areas:

1. Assist Superintendent with the administration of a comprehensive maintenance program for the City of Browerville to ensure the highest level of maintenance at the most favorable cost within budgetary limits.
2. Assumes charge of the operation of wastewater and water treatment facilities on an assigned shift performing tasks as needed.
3. Reads utility meters on monthly basis.
4. Install and repair water meters.
5. Removes snow by manual labor or machine.
6. Sweeps all City streets and gutters by machine or manual labor.
7. Service and maintains good working condition of City equipment.
8. Performs routine housekeeping activities around maintenance shop.
9. Performs maintenance activities to keep all City buildings and facilities in sound operating condition.
10. Operates and maintains all equipment and machinery used by the department and other equipment being serviced by the department.
11. Performs maintenance, and/or oversees cleaning of Community Center.
12. Maintains communications with other Public Works employees as well as other departments to define the necessary tasks and repairs to be completed.
13. Mow unkempt residential property as necessary to maintain city beautification.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Considerable knowledge of tools, methods, operations, and materials used in the maintenance department.
2. Considerable knowledge of the occupational hazards and safety precautions necessary to perform manual and maintenance work.
3. Considerable skill in operating equipment for snow removal, sanding, general street work, general maintenance work on the water and sewer systems.
4. Welding and electrical knowledge.
5. Working skill in building and vehicle maintenance.
6. Considerable ability to communicate tactfully and effectively with the public, regulatory agencies, elected officials and city staff.
7. Considerable ability to perform street construction, maintenance, and repair.

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8. Considerable ability to perform water system construction, maintenance, and repair.
9. Considerable ability to perform sewer system construction, maintenance, and repair.
10. Considerable ability to lift and carry heavy objects, crawl, stand, bend, reach, climb ladders, sit for extended periods of time, and manipulate tools and objects requiring manual dexterity.
11. Ability to tolerate extensive periods of time working out of doors.
12. Computer experience
13. Performs other duties as assigned

QUALIFICATIONS:

- * 2 years post secondary preferred.
- * 5 years maintenance experience.
- * Class B license.
- * Equipment operation.
- * Heavy manual work.

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The noise level in the work environment is usually moderate.

- ** All City employees must be aware of O.S.H.A. Safety regulations as pertains to their department.