

Public Works Superintendent – Draft Job Responsibilities

This position reports to the City Administrator and is responsible for the oversight of the daily operations of Building Maintenance, Parks, Streets, and Utilities.

- Serves as a division head with responsibility to oversee the City's public works operations.
- Determines work schedules and assigns/prioritizes daily work tasks to department employees.
- Ensures employees obtain proper safety training and promotes safe work practices in the work place ensuring federal, state, and City requirements are followed.
- Undertakes or effectively recommends supervisory functions such as hiring, interviewing, evaluating performance, disciplining, and rewarding employees.
- Participates with the City Administrator in establishing goals, budget plans and implementation strategies to ensure the desired level of public works activities are being provided.
- In cooperation with the Parks/Assistant Public Works Superintendent, administers the department budgets and funds.
- Prepares and presents clear reports on public works related items to the Administrator and the City Council. Attends Public Works and Council meetings as needed.
- Represents the City in a tactful manner that commands respect of the public, contractors, developers and others.
- Plans for short- and long-term maintenance and repair work, developing a variety of maintenance programs; ensures resources are efficiently and effectively used; and maintains records for reporting and decision making purposes.
- Secures contracted services as necessary to perform a variety of maintenance activities.
- Responds to emergency situations by coordinating employees and other resources.
- Purchases supplies and materials, prepares specifications for capital items, and maintains public works inventory through continual monitoring and periodic checks.
- Develops departmental policies & procedures & makes recommendations to Administrator.
- Works in conjunction with engineers and consultants on public works projects including the design of roads, drainage, trails; and conducts inspections for City or other compliance.
- Oversees and participates in the creation of complete and accurate documentation and maintains all departmental files and records.
- Responds to and resolves citizen complaints.
- Attends relevant training to keep current on required knowledge areas and skills.
- Reviews new or different construction material and procedures; informs Administrator and Council of changes made or makes recommendations as appropriate.
- Inspects field operations to determine work progress, changing priorities, problems and material and equipment needs.
- Prepares/analyzes bid specifications for large purchases or obtains bids & quotes in accordance with statute; purchases equipment & supplies in accordance with budget & maintains related records.
- Participates in planning and zoning matters related to land use requests; reviews and provides comments on infrastructure or other public works considerations of new developments.
- Performs snow related activities.
- Perform a wide range of tasks (within the ability of the Public Works Superintendent at the oral or written direction of the City Administrator.
- Performs OSHA and Safety compliance for Public Works department
- Performs Maintenance/Inventory/Installation of all Traffic Control Devices
- Approve ROW permits for the City
- Develop and Administer Various Contracted Services for Public Works Functions
- Coordinate Oncall Program and Schedule for Public Works Employees
- Oversees the operations of the City's water facilities, wells, pumps, pump houses, lift stations and all other water or wastewater facilities.