

## **CITY OF WATERTOWN JOB DESCRIPTION**

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**JOB TITLE:** Public Services Superintendent

**DEPARTMENT:** Public Works

**EFFECTIVE DATE:** October 2011

**FLSA STATUS:** Exempt

**HOURS WORKED:** 8 hours a day; 40+ hours/week; Subject to after hours duties.

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**DEFINITION:**

Performs supervisory and skilled maintenance work managing the operations of the Public Works Division including facilities, streets, and parks operations; and performs related duties as required.

**MISSION STATEMENT PURPOSE:**

To represent the city in a professional manner; to treat residents as valued customers and strive to provide them with services that represent high value and quality in a timely fashion; to provide a work environment that encourages employee training and growth; to promote a supervisory environment that listens, is sensitive to employee issues and practices a proactive approach to work place issues; to treat fellow employees with respect and consideration; to provide an environment that promotes the health and well being of the citizens of Watertown; to provide parks and recreation areas that are beautiful, environmentally friendly places in the community; and to provide clean, safe streets that are maintained in a professional manner.

**SUPERVISION RECEIVED:**

Works under the general supervision of the City Administrator.

**SUPERVISORY FUNCTIONS:**

Has actual authority to perform the following supervisory functions over public works employees:

- Assignment of duties
- Performance evaluations
- Prioritization of Department Tasks

Has recommendation authority to perform the following supervisory functions over public works employees:

- Transfer
- Suspension
- Promotion
- Hiring
- Rewards

**EQUIPMENT/JOB LOCATION:**

Works indoors/outdoors in all weather conditions. May be exposed to temperature extremes and potentially hazardous conditions including direct and fume exposure to paint, sprays, chemicals, and treatment chemical for waste. Works with power tools of various weights and sizes. May work around moderate levels of dirt, chemicals, and outside air dust. Exposure to moderate levels of noise from machinery, trucks, equipment, etc. Reads various gages, meters, and measuring devices. This job requires periods of heavy physical efforts. Responsible for facility maintenance at all municipal buildings. Primarily works at Public Works Building, using a common computer to prepare reports, and other related duties. Equipment, hand tools, and power tools are utilized in this position.

**ESSENTIAL FUNCTIONS OF THE JOB:**

General Functions of Position:

- Plans, organizes, directs, and coordinates the operation and staffing of the Public Works Division.
- Supervises Public Works staff in the performance of their duties including: Assigning, prioritizing, and reviewing work; approving time off; jointly interviewing prospective employees with City Administrator; training and coaching; giving input

on performance, reward, and discipline issues; recommending hiring and dismissal of employees.

- Establishes and oversees policies, procedures, goals, and practices to ensure safety and efficiency in work environment.
- Oversees and responds to calls for service involving parks, streets, facilities, and general utility questions; responds to citizens' concerns and complaints.
- Purchases parts, equipment, and supplies; obtains council approval for major purchases and approves bills.
- Prepares budget information and projections for parks, streets, and facility maintenance for annual budgeting and monitors expenditures and fund balances during the year.
- Oversees and maintains a preventative maintenance plan for equipment and vehicles and ensures it is followed; maintains repair records and a ten-year equipment upgrade plan.
- Attends council meetings as needed; and makes oral and/or written presentations when requested.
- Represents the City with state and county officials such as the Minnesota Pollution Control Agency, Minnesota Health Department, local utility companies, MNDOT, and DNR; acquires and retains necessary facility license.
- Makes prepares project proposals for council including detailed estimations of costs and recommendations and prepares specifications for equipment purchases.
- Maintains employee "Right-to-Know" program for the Public Services Department.
- Locates and removes stray animals and transports to kennel.
- Proactively manages inventory of Public Services Department.
- Assists the Utility Division, as time permits or as the priority of each job comes along (i.e. disaster).
- Performs other duties as assigned by City Administrator and/or Council.

#### Streets

- Oversees and/or performs street maintenance and repair including patching potholes and cracks, laying gravel, blading alleys, excavating, and sweeping; straightens and replaces damaged street signs and removes snow from city-owned property.
- Manages snow and ice removal operations to ensure public safety.
- Inspects street improvement projects and contracted work within City.

#### Parks

- Oversees and assists in maintenance and upgrading of parks; assists in designing and landscaping park improvements.
- Proactively maintains turf to a high quality standard.
- Maintains parks and park equipment to a high quality standard.

## Facilities

- Performs miscellaneous welding, carpentry, and repair work as needed to City buildings.
- Keeps all buildings secured and locked when not in use.
- Performs building maintenance, repair and cleaning as necessary.
- Performs exterior maintenance of municipal buildings, and keeps areas presentable and orderly.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITY:**

- Ability to read and comprehend detailed construction plans.
- Ability to work outside of normal working hours on an on-call basis as the needs of the City require.
- Ability to perform essential functions during required hours of position.
- Ability to communicate effectively in English, both in oral and written formats.
- Ability to concentrate and use reasoning and good judgment.
- Ability to establish and achieve priorities in the work environment.
- Must be able to socially, physically, and mentally perform all essential functions of the position in the working conditions described above.
- Demonstrated ability to establish and maintain positive and effective relationships with other employees, the City Administrator, the public and other governmental agencies.
- Considerable knowledge of tools, methods, operations, and materials used in municipal public works maintenance.
- Considerable knowledge of Minnesota Pollution Control Agency, Minnesota Health Department, MNDOT, and DNR requirements.
- Considerable knowledge of traffic laws as they pertain to operating autos, trucks or heavy equipment on streets.
- Considerable knowledge of the occupational hazards and safety precautions necessary to perform manual and maintenance work with the facility, street, and park systems.
- Considerable ability to oversee and perform street maintenance and repair.
- Considerable ability to communicate tactfully and effectively with the general public, regulatory agencies, elected officials, department staff, and other City staff.
- Considerable ability to organize, plan and direct the work of others.
- Working ability to operate a telephone, computer, and other technical equipment.
- Working ability to hear alarms and mechanical malfunctions.
- Working skill in operating heavy equipment for snow removal, sanding, sweeping, and patching City streets.
- Working skill in building maintenance, welding, and painting.
- Working skill to maintain equipment and vehicles, record information, and to develop and maintain a preventative maintenance program.
- Working ability to work with some exposure to infectious diseases.

- Knowledge of best practices in pavement maintenance.
- Knowledge of best practices in park maintenance.
- Knowledge of best practices in park maintenance.

**PHYSICAL DEMANDS:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions of this position. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and the ability to focus as it relates to such tasks as driving a vehicle, operating equipment, processing paperwork, overseeing public activities, etc. Considerable ability to use small motor skills necessary to manipulate objects requiring manual dexterity. Considerable ability to use large motor skills which include bending, walking, balancing, kneeling, pushing and pulling during the workday. Employee is frequently required to sit and talk or hear, use hands to finger, handle or feel objects, tools or controls and reach with hands and arms.

- **SITTING:** In vehicles and at training sessions.
- **STANDING:** On job sites and hard slippery surfaces.
- **REPETITIVE MOVEMENT:** With hand/wrists while driving, using tools and equipment.
- **SIGHT:** Performing work and operating equipment safely including ability to see, read and interpret blueprints reports when monitoring pumps and panels in the treatment plant and lift stations.
- **HEARING:** Communicating with personnel and the public in person, by radio and telephone, hearing warning mechanisms on equipment and vehicle. Noise level is usually moderate.
- **SPEECH:** Answering telephones and radios, speaking with supervisor, other personnel and the public.
- **LIFTING:** Tools, supplies, materials, and equipment. Considerable ability to lift up to 50 pounds.
- **WALKING:** Performing maintenance duties within job sites.
- **CLIMBING:** Getting onto and off machinery, equipment, and ladders. Heights could be over 8 feet in the air.
- **REACHING:** Retrieving supplies, materials, and equipment. Performing maintenance duties in all city buildings.
- **PULLING/PUSHING:** Using tools and equipment of various sizes, weights, and shapes.
- **GRASPING:** Pens, pencils, radios, tools, and various equipment.
- **TWISTING/TURNING:** Performing work at job sites and on equipment.
- **KNEELING:** Performing work at job sites and on equipment.

**ENVIRONMENTAL CONDITIONS:**

The position requires exposure to the following:

- NOISE: Moderate to high level from machinery, trucks, and heavy equipment.
- FUMES: Odors from equipment, vehicles, paint, chemicals, gasoline, asphalt, oils, cleaning agents, sealers, and trash pick/disposal.
- DUST: Moderate levels of wood dust, dirt, fertilizers, outside air dust.
- CHEMICALS: Paints, sprays, chemicals used in public works and parks maintenance operations.

#### **MINIMUM QUALIFICATIONS:**

- High school graduate or GED.
- Must have a valid Minnesota Driver's License, Class B, with airbrake and tanker endorsements.
- Ability to obtain Class D Water and Wastewater license and Class D Water License within two years of hire.
- Must have five years of maintenance experience in public works including water, sewer, park, facility and street operations and schooling in a related field.
- Ability to perform the physical elements of essential job functions in the outdoors and in a building.
- Ability to lift up to 50 pounds.
- Must be in compliance with DOT testing regulations and requirements necessary to operate City vehicles.
- Must be an experienced operator of all department equipment.
- Must possess a high degree of mechanical aptitude.
- Must be able to communicate clearly and effectively.

#### **NON-DISCRIMINATION POLICY:**

The City of Watertown will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.

*(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the City and requirements of the position change. The City of Watertown reserves the right to change and/or eliminate any and all job duties as necessary. This position is subject to state drug and alcohol testing.)*