CITY OF REED CITY

JOB DESCRIPTION

SUPERINTENDENT OF PUBLIC WORKS

Supervised By: City Manager
Supervises: All Public Works personnel and others assigned to Public Works duties

Position Summary:
Under policy direction from the City Manager, plans, organizes and integrates the City's public service and utilities activities and functions; provides expert professional assistance to City management in areas of water distribution, waste water collection, rubbish collection, street maintenance, cemetery and park/landscape maintenance; performs other related duties as required,

The Superintendent of Public Works has responsibility for policy development, program planning, fiscal management, administration, and operational direction of the City's public service, water distribution and wastewater collection maintenance functions. The position is responsible for accomplishing department objectives and goals within the guidelines established by the City Manager and City Council.

Essential Job Functions:
An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

I. Plans, organizes, and directs all aspects of departmental operations and personnel. Develops project plans and preventive maintenance schedules, determines work priorities, allocates appropriate resources and ensures work is completed according to schedule and within department standards for quality.

2. Supervises departmental personnel. Trains, schedules, monitors and evaluates employees according to established procedures. Hires, promotes and disciplines departmental employees subject to approval by the City Manager.

3. Develop, review and revise long-term plans to improve public works operations. Recommends and implements policies, rules and procedures. Advises and assists the City Manager regarding departmental issues.

4. Monitors and enforces municipal policies, union contracts, safety rules in accordance with departmental procedures and OSHA/MIOSHA regulations. Coordinates safety training and related programming to ensure proper staff preparation.

5. Assesses department operations, staffing levels, facilities, and equipment. Prepares operational reports for the City Manager and City Council. Provides technical expertise, makes presentations and recommends strategies to improve departmental efficiency and quality.

6. Prepares and presents annual budget requests, administers departmental budget, and ensures that the authorized budgetary and purchasing procedures are properly used. Identifies departmental needs and oversees equipment and supply inventories and purchasing for the Department.

7. Prepares bid specifications for equipment, maintenance services and construction and special projects. Researches vendors and products, develops and coordinates the bid and selection process with administrative offices. Makes recommendations and monitors contracts for compliance with specifications.
8. Inspects the City's infrastructure for water, sewer, and roads. Recommends and prepares cost estimates and long range schedules for maintenance, construction and replacement projects. Develops capital improvement plans and coordinates current and future projects with other City departments, project engineers and contractors.
9. Tracks projects and activities, collects data, and prepares correspondence and general reports to achieve compliance with applicable reporting and regulatory requirements. Interacts with representatives from other governmental units and regulatory agencies as necessary.
10. Reviews all traffic engineering problems with the City Manager and Chief of Police. Makes related recommendations and implements special projects as needed.
11. Serves as the Sexton. Oversees landscaping, grounds and facilities maintenance, opening and closing of gravesites, and records management functions for the City cemetery.
12. Keeps abreast of current developments and new administrative techniques in the public works field. Attends conferences, workshops, and seminars as appropriate.
13. Acts as department spokesperson, establishing and maintaining effective relationships with the public, area businesses, City officials, and other employees and administrators. Responds to public inquiries, investigates complaints as necessary.
14. Attends meetings and responds to emergencies as necessary, including those which occur outside of normal business hours. Participates in maintenance and repair work as operational needs demand.
15. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Minimum three to five years' work experience in a related field including supervisory and administrative duties. Previous experience in public works and water systems is a plus.
- Familiarity with building environmental systems, i.e. electrical, heating/cooling, plumbing, mechanical and energy efficiency; associated certifications are desirable.
- Experience with budgeting, inventory and project management.
- Strong technical skills in the area of project renovations, contract management, space allocation, personnel management and building security.
- Demonstrated ability using computers and various word-processing and spreadsheet software.
- Strong oral and written communication skills to effectively interact with citizens, customers, City Manager, employees, vendors, contractors and civic organizations.

- Willing and able to maintain on-call availability for emergency or after-hours situations.
- MDEQ water distribution certification S-3 and water treatment certification D-3. Preferred to start or attain in 2-3 years.
- Knowledge of water and sewer systems and the public health and safety regulations governing a municipal water distribution system,
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to maintain discipline, lead and command employees effectively under emergency conditions, and work effectively under stress and within deadlines and changing work priorities.
- Ability to exercise good judgment, initiative and resourcefulness and maintain effective working relationships with the public, other professionals, the media and City officials, administrators and employees.
- Ability to travel to other locations and respond to emergencies on a 24-hour basis.
- Ability to effectively train, lead and motivate employees,
- Willing and able to maintain on-call availability for emergency or after-hours situations.
- Must have a valid Michigan Driver's License with minimum Class B CDL.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 communicate with others in person and on the telephone. The employee frequently is required to view written documents and inspect the work of subordinate employees. The employee is frequently required to travel to other locations. If participating in a job the employee may be required to have the requisite strength, mobility and dexterity to operate equipment or access work sites.

While performing the duties of this job, the employee regularly works in a business office setting and in the field to inspect and direct projects. The employee is regularly exposed to moving mechanical parts and/or heavy equipment, adverse weather conditions, fumes or airborne particles, and toxic or caustic chemicals. The employee may also occasionally be required to work in confined spaces. The noise level in the work environment ranges from quiet to loud.