

CITY OF IRON RIVER

PUBLIC WORKS SUPERINTENDENT

JOB DESCRIPTION

Department: Public Works
Supervised By: City Manager
Position Status: Non-Union - Salary
Range: \$42,000 - \$48,000
Supervises: Department Staff

General Summary:

Under the direct supervision of the City Manager, plans, organizes and directs the activities of the public works department including but not limited to water distribution, sewer collection, streets, storm drainage, parks, vehicle maintenance and building maintenance, and does related work as required. Must have strong management skills. Works with City Manager on department hiring, disciplinary and termination actions.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These listed functions are not limited to all of the duties which this employee may be expected to perform.

1. The Public Works Superintendent is a working supervisor and is expected to work with, and lead, the employees in the performance of their duties.
2. Provides supervision of all public works operations. Determines departmental priorities and schedules maintenance and in-house construction projects.
3. Responsible for maintaining water and sewer resources and systems. Assist Utility Billing Department with customer issues.
4. Responsible for maintaining public buildings, parks, streets and rights of way.
5. Responsible for maintenance of motor pool vehicles and related records.
6. Responsible for submitting written and oral reports to City Manager.
7. Responsible for submitting reports to regulatory agencies as required and maintaining daily and monthly records and files.
8. Plans, develops and manages appropriate departmental budgets, maintaining budgetary control and compliance with purchasing policy.
9. Responsible for purchase of equipment, supplies and services related to public works.
10. Supervises and inspects work performed within the public right of way and easements.
11. Supervises and inspects contracted work performed.
12. Conducts performance evaluations of public works employees, interviews employment candidates and recommends hiring and disciplinary actions.
13. Assist with the upkeep of the City's Global Information system (GIS).

14. Assist with approval of Zoning and Land Use Permits.
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.

- Minimum educational requirements include an Associates Degree, or the equivalent, in engineering, vocational or technical training in construction or related fields. BS in Civil/Environmental Engineering is preferred.
- Experience preferred includes a minimum of 2-3 years in public works activities with supervisory responsibility.
- A valid Michigan driver's license is required.
- A Commercial Driver's License (CDL) is preferred.
- Attaining a Michigan D-3, S-3 Water Distribution License will be required.
- Knowledge of safety procedures and precautions involved in equipment operation, maintenance work and confined space entry.
- Knowledge of the principles and practices, methods, materials and equipment used in the construction and maintenance of water distribution, sewer collections, streets, storm drainage, parks and building maintenance.
- Knowledge of the principles of supervision and personnel practices.
- Knowledge of the budgeting process and preparation.
- Skill in the use of public works vehicles, equipment, tools, and materials utilized in public works projects.
- Skill in completing a variety of construction, repair, custodial and maintenance tasks.
- Knowledge and ability to effectively work with a computer including programs such as Microsoft Office Suite. AutoCAD experience would be a plus.
- Ability to effectively coordinate the activities of a public works department; communicate effectively both verbally and in writing.
- Ability to work closely with engineering consultants and contractors on capital improvement projects.
- Ability to establish effective working relationships, use good judgment, initiative and resourcefulness when dealing with other employees and the public.
- Ability to work effectively under stress, with changes in work priorities, and in emergency situations.

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 by radio and travel to other locations. Sitting, standing, walking for prolonged periods of time may be required. An employee in this position will spend some of their time in an indoor facility with a controlled climate where they sit and work on a computer as well as working outside in a variety of environmental extremes such as heat, cold, rain. Physical demands, therefore, range from sitting in an office or vehicle to the significant physical exertion associated with completing public works projects. This position may periodically require some weekend, holiday and evening work.