



JOB DESCRIPTION

POSITION TITLE:	Maintenance Superintendent
DEPARTMENT:	Public Works & Natural Resources
REPORTS TO:	Public Works & Natural Resources Director
EMPLOYMENT STATUS:	Overtime Exempt; Unrepresented
PAY GRADE:	14

NATURE OF JOB:

This is an intermediate management, administrative and technical position, the primary functions of which are directing operations and providing leadership and long-term planning for the maintenance operations of the public street system, sewer and water utilities, and parks and athletic fields.

Work involves the planning, organizing, supervising, directing and coordinating municipal operations related to the maintenance of the city's infrastructure that will ensure well-maintained, economical, efficient, functional and innovative operations. Position works in collaboration with the Public Works & Natural Resources Director as necessary to address and coordinate resolutions to complex development, engineering and maintenance issues. Responsible for implementing and monitoring the effectiveness of division and departmental policies, programs, personnel and work objectives. Supervision is exercised over subordinate supervisory and technical personnel and work is performed with administrative and professional independence under the general direction of the Public Works and Natural Resources Director. Work is reviewed through conferences and observation of results.

MAJOR AREAS OF RESPONSIBILITY:

- Plans, assigns, directs and resolves daily problems to make the best possible use of personnel, equipment and material to carry out the priorities in parks, sanitary sewer, water distribution and street maintenance and repair.
- Directs the monitoring of the water system so that it meets Minnesota Department of Health standards and operating requirements; assures proper testing is being conducted; assures that the drinking water meets all standards.
- Maintains a variety of time and activity records; prepares and submits reports on a regular basis.
- Implements maintenance programs for wells, water tower, distribution lines, valves, hydrants and services.
- Implements maintenance programs for sanitary sewer lines, force mains and lift stations.
- Implements maintenance programs for city streets.
- Implements maintenance programs for parks, forestry and natural resources, and athletic fields.
- Assures maintenance support of community events as needed.
- Makes determination on snow plowing or sanding; assigns routes to designated snow plow drivers.
- Participates in designing facilities and projects; participates in preparation of specifications; participates in all site plans and improvements.
- Performs inspection duties for preventative purposes pertaining to public works and parks infrastructure.
- Recommends projects and provides input into capital improvement program in collaboration with Public Works & Natural Resources Director, City Engineer, and Natural Resources & Facilities Manager.
- Recommends and assists in purchasing equipment; purchases supplies and materials; participates in developing capital improvement plans and budgets.
- Administers budgets for parks, streets, sanitary sewer, and water, and directs the implementation of approved projects.



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- Coordinates activities with other city department managers as needed.
- Pro actively researches new policy and procedure to improve work productivity.
- Stays up to date on legislative issues and trends that impact public works field.
- Enforces all safety rules and regulations and instructs employees in safety, methods of work, and operation and maintenance of equipment.
- Responds to requests and complaints from residents through verbal and written correspondence.
- Provides general directions for outcome expected to supervisory support personnel; assists direct reports in interviews and selection of regular and temporary workers as needed; evaluates the performance of direct reports; responsible for taking action on personnel issues, including discipline and/or makes recommendations to the public works director.
- Attends City Council and city committee meetings as required.
- Meets with other cities and agencies for coordination of public works activities.
- Performs other work as required.

TRAINING AND EXPERIENCE QUALIFICATIONS:

A combination of training and experience equivalent to the following:

- High School Diploma or GED
- Five to Seven years of progressively responsible experience in maintenance and construction work involving public works facilities and equipment.
- Public Works Certificate or other vocational training related to infrastructure management or construction.
- Three years supervisory experience.
- Be able to obtain Class B Water Supply System Operator certificate and Class SB Waste Water Treatment Facility Operator certificate in the State of Minnesota within one year of hire date.
- Class B Drivers License with endorsements.

KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive knowledge of the materials, methods, techniques, tools, and equipment used in repairing, maintaining and constructing public works facilities.
- Thorough knowledge of the occupational hazards involved and the safety precautions necessary to the safe conduct of work and equipment.
- Ability to plan, organize, supervise, and coordinate the work of several work crews engaged in a wide variety of complex maintenance construction and repair activities.
- Ability to make decisions recognizing established precedents and practices and to use resourcefulness and tact in meeting new problems.
- Ability to establish and maintain effective working relationships with other employees, subordinates, and the general public contacted in the course of the work.
- Ability to understand, follow, and work from a wide variety of maps, plans, blueprints, and other orders.
- Ability to maintain records, prepare reports and perform various complex administrative duties pertaining to the area of responsibility.
- Ability to develop and maintain positive and effective working relationships with city employees, the general public and business persons.
- Ability to communicate effectively both orally and in writing.



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- Ability to perform some strenuous labor, frequent driving and light maintenance labor and to work extended hours in emergency situations.
- Some experience with the use of Word software and Windows applications.

ENVIRONMENTAL CONDITIONS:

- Exposure to outside and inclement weather.
- Position demands driving in all conditions.
- Operates a variety of equipment and uses a number of tools associated with maintenance, structure and service system repairs.

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. While performing the duties of this job, the employee is regularly required to reach with hands and arms, frequently required to stand, walk and use hands to finger, hand, feel or operate objects, tools or controls. The employee is occasionally required to sit, climb or balance, stoop, kneel crouch or crawl and talk or hear. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance visions, color vision, peripheral vision, depth perception and ability to adjust focus.

ELEMENTS:

PHYSICAL FACTORS: (as the job is presently performed)

Motor skills (coordinated)	Sit	Stand	Walk
Carry	Climb	Move 25 lbs.	Finger Manipulation
Grasp	Vision/See	Hear	Reach
Turn/Twist	Balance	Depth Perception	Operate Computer/Type
Operate Motor Vehicle	Operate Electronics (phone, voicemail)		

MENTAL FACTORS: (as the job is presently performed)

Read/comprehend	Write/express	Calculate	Speak/express
Reason	Adapt	Stress Control	Initiative
Memory	Discipline	Tact	Attention Span
Plan	Organize	Direct	Coordinate
Match (compare)	Mental Alertness	Task Sequencing	Decision Making
Accuracy	Perceive Form	Perceive Speed	Mechanical Aptitude
Concentration			

JOB CONDITIONS: (as presently exists)

*Fumes/Odors	*Below Ground	*Light Extremes	*Hazardous Chemicals
*Above Ground	Normal Office	*Temperature Extremes	*Unclean Air
Color Perception	Night Vision	Crowds/Isolated	Vehicle (drive/ride)
*Vibrations	*Infectious Diseases	Cold	Hot
Wet	*Confined	Noise	Electric Shock/Hazards
Outdoor Conditions			



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EQUIPMENT & TOOLS SKILL (as the job is presently performed)

Personal Computer

Office Equipment (copiers,
scanners, fax)

Vehicle

Mobile phone

*indicates non-essential function