

## **Public Works Superintendent**

### **Job Description**

**City of \_\_\_\_\_ Missouri**

#### **REPORTS TO: CITY COUNCIL**

#### **SUMMARY:**

Coordinates and supervises operations of the City owned utilities and property.

#### **DUTIES AND RESPONSIBILITIES:**

1. Twenty-four hour responsibility for effective operation of the City water and sewer system. Monitors the operation of the water and sewer pumps. Coordinates preventative maintenance, trouble-shooting and repair activities. Participates in the submission of required reports in compliance with current rule and regulation.
2. Checks City property daily for needed repairs, preventative maintenance and submits ideas for improvements/repairs to the City Council for action.
3. Maintains City swimming pool daily when open and coordinates Fall closing and Spring opening of the pool services.
4. Grades City roads, plows snow and cleans streets as needed.
5. Participates in hiring, evaluation and termination of department employees.
6. Participates in budget processes for the department.
7. Ensures safe work practices (self and employees) when performing work for the City.
8. Serves as City cemetery overseer, City weed inspector, and City civil defense director.
9. Develops work schedules for the department.
10. Performs other duties as assigned by the City Council.
11. Performs duties of his assistants.

#### **COMMITTEE MEMBERSHIP:**

Attend City Council meetings monthly.

#### **EDUCATION AND TRAINING-REQUIRED:**

- Special engineer license (Boiler operator, Steamer operator).
- Class D water and wastewater operator.
- Class B drivers license.
- Maintains ongoing education with pollution and the health department to retain license.
- Experience in equipment operation (street maintenance equipment, truck, loader, grader, tractor, mower, etc.)
- Experience in equipment maintenance and repair (welding, hydrant maintenance, water line maintenance, road repair, tree removal, pool maintenance, general plumbing, etc.)

**POTENTIAL HAZARD EXPOSURE:**

Job requirements may result in exposure to extremes of temperature, contact with fuel/chemicals on a daily basis and potential contact with human or infectious waste.

**PHYSICAL REQUIREMENTS:**

Job requires individuals to be physically able, on a daily basis, to bend, walk, occasionally lift and carry up to 100 lbs. Operate vehicles: snowplow, grader, steamer, rodder machine, and other equipment and tools associated with the position.

**DRESS REQUIREMENTS;**

Comfortable, clean clothing with comfortable shoes provided by employee. Hard hats and steel toed shoes are required for some jobs. (Provided by City).