

POSITION TITLE: PUBLIC WORKS SUPERINTENDENT

REPORTS TO: City Council/Mayor

EMPLOYMENT STATUS: Regular Full-Time

GENERAL DESCRIPTION OF POSITION:

Responsible for the operation and maintenance of the Public Works Department including street & storm sewer system; parks; and the water and wastewater facilities and system. Work involves the enforcement of all local, state, and federal safety and environmental rules and regulations.

MINIMUM REQUIREMENTS:

Must possess high school diploma or equivalent. Must possess a valid Class B Commercial Minnesota drivers' license with valid health card-DOT physical. Must possess a Class "C" Water Operator's license and a Class "D" Wastewater Operator's license or ability to obtain licensing with time set by the Hackensack City Council. Must possess good public relations skills and have excellent written and oral communication skills. Must have a flexible schedule and be willing to work some evenings and weekends.

PHYSICAL REQUIREMENTS:

Lift up to 70 pounds unassisted following all safety precautions. Perform duties in inclement weather. Heavy equipment operator.

DUTIES, RESPONSIBILITIES, AUTHORITY:

- (1) Must be knowledgeable of and comply with all applicable city, state, and federal regulations.
- (2) Maintains ongoing education with the Minnesota Pollution Control Agency and the Minnesota Department of Health to retain licensure.
- (3) Responsible for ensuring city properties are clean and safe for public use.
- (4) Responsible for the overall maintenance of the city's public works operations and general maintenance of city-owned properties, equipment, and vehicles.
- (5) Provide supervision for city's fulltime maintenance employees. Coordinate the training and duties of fulltime, seasonal, and part-time city maintenance workers.
- (6) Oversee the operation, maintenance, and repair of streets, parks and recreation, water and wastewater treatment facilities. Responsible for planning, prioritizing, and scheduling for maintenance of city properties and equipment. Duties include troubleshooting for immediate solutions. Responsible for coordinating projects and activities related to special events, emergencies, and other city activities.
- (7) Responsible for submitting requests for purchasing, receiving, securing, and accurate recording of city maintenance inventory. Prepares budgets for each of the public works departments in collaboration with Clerk-Treasurer for presentation to Council; assists with rate studies and recommends rate adjustments and appropriate ordinance changes.
- (8) Responsible for obtaining quotes and bids following the policies, procedures and statutes required. Securing warranty information when applicable.
- (9) Assist in the development and implementation of the maintenance department procedural manual following city guidelines.
- (10) Consult council to bring about cost-effectiveness and dispute resolutions when necessary.

- (11) Follow confidentiality guidelines for reporting and recording.
- (12) Advises City Council of necessary repairs and upgrades for water and wastewater systems and make appropriate recommendations.
- (13) Respond to all utility locate calls from Gopher State One Call.
- (14) Act as primary liaison with private contractors as required.
- (15) Conducts research, make recommendations, and serves as a consultant on special projects.
- (16) Perform skilled work in the operation of water and wastewater systems including, but not necessarily limited to:
 - a. Operation of iron/manganese removal treatment plant.
 - b. Operation of 3-cell stabilization pond system.
 - c. Collect samples
 - d. Record keeping
 - e. Monitor and maintain distribution system
- (17) Maintain all city-owned properties including, but not necessarily limited to:
 - a. Removal of refuse and debris
 - b. General maintenance, cleaning, and repair of all city-owned facilities
 - c. Snow and ice removal
- (18) Maintain all parks and recreational areas including, but not necessarily limited to:
 - a. Direction of grounds maintenance activities related to lawns, trees, shrubs, and weed control
 - b. Maintenance and repair of operational equipment
- (19) Responsible for maintaining transportation routes within the city including, but not necessarily limited to:
 - a. Snow and ice removal
 - b. Repair road surfaces
 - c. Maintain and operate city-owned transportation equipment
- (20) Responsible for maintenance of city's cemetery
 - a. Marking and coordinating grave excavation
 - b. Maintenance of building and well system
 - c. Supervises parttime employee for maintenance

Additional responsibilities:

Attend monthly city council meetings.

Attend pertinent City Commission Meetings.

Receive Chemical Applicator License.

Other duties as assigned.