

## **CITY SUPERINTENDENT**

**GENERAL PURPOSE.** The City Superintendent is an exempt position under FLSA. This employee is responsible for day-to-day operations of public works, i.e., water, sewer, sanitation, streets and parks (which includes swimming pool), zoning issues and code enforcement. This employee should possess excellent supervisory, communication and public relation skills.

### **I. JOB DESCRIPTION**

#### **DUTIES AND RESPONSIBILITIES.**

1. Assigns work tasks to different sections and monitors operations with assistance of foremen daily. Establishes biweekly work plans.
2. Establishes short and long range plans for meeting City's needs in all areas of responsibility. Plans for future projects and general growth of the city, ensuring services will meet the needs of the community.
3. Hires all employees directly under their supervision. Supervises foremen and evaluates all subordinate personnel annually. Recommends to the governing body a schedule of salaries for all employees under their supervision.
4. Issues written and oral instructions.
5. Studies and standardizes department policies and procedures to improve efficiency and effectiveness of operations.
6. Provides input for preparation of annual budget. Exercise general supervision and control over all department purchases and expenditures within budgetary limitations.
7. Works with other governmental agencies to ensure proper interdepartmental and intergovernmental coordination.
8. Plans future construction projects and assists with requests for proposals to engineering firms. Works with engineers and contractors on infrastructure projects.
9. Approves building permits and explains the city's zoning ordinance to citizens, Realtors, developers, etc. Assists Planning Commission in developing the zoning ordinance and procedures. Provides staff report to Planning Commission and City Council.
10. Enforces applicable City codes.
11. Conducts long range planning for capital improvements and equipment replacement. Maintains supply inventory.
12. Oversees submissions of laboratory reports to state departments.
13. Investigates all complaints concerning the operation and services of department.

14. Keeps current on all utility regulations from state and federal agencies.
15. Maintains a system of records, reports, and equipment inventory. Supervise the care and management of all city owned property and equipment in their department.
16. Follows the instructions and guidance provided by the elected City Council.
17. Provides prompt, clear, concise and relevant information to the City Council.
18. Works closely with the Airport Board, Housing Committee, Planning Commission, Public Building Commission, Oswego Economic Development Committee and Tree Board and attends their meetings on a regular basis.
19. Ascertain available federal and state programs and advise the governing body as to possible grants or other benefits of the programs.
20. Performs other related duties as deemed necessary or as required.
21. Monthly Safety Meeting Attendance is required.

**SUPERVISION RECEIVED.** The City Superintendent reports to the City Administrator and is appointed by the Mayor with the City Council's approval. During any time the position of City Administrator is vacant, the City Superintendent shall report directly to the Mayor and City Council.

**SUPERVISION EXERCISED.** Exercises supervision over maintenance staff as required.

## **II. JOB SPECIFICATIONS**

### **KNOWLEDGE, SKILLS, AND ABILITIES.**

1. Knowledge of City, state, and federal policies and procedures.
2. Knowledge of mathematics.
3. Knowledge of problem solving methods in finding solutions to water, sewer, and other departmental personnel issues and citizen complaints.
4. Knowledge of equipment maintenance.
5. Skill in developing working relationships with citizens of the community, employees, vendors, and other government agencies.
6. Skill in oral and written communications.
7. Ability to evaluate blueprints for construction.
8. Ability to operate departmental equipment, including, but not limited to: truck, loader, road grader, backhoe, mower, cement mixer, and power tools.
9. Ability to read and interpret maps, manuals, budgets, and schematics.
10. Ability to make decisions independently.

### **EXPERIENCE AND TRAINING.**

1. High School diploma or GED with some college credit is required. A technical degree is desired.
2. Five years of public works or related experience. Prefer supervision of at least five (5) employees.
3. Must have a valid state driver's license. Must have, or have ability to obtain, a CDL.
4. Expected to have acquired the necessary information and skills to perform the job well within one (1) year of employment, i.e., water and wastewater certification (Class II and I, respectively).

**PHYSICAL DEMANDS & WORK ENVIRONMENT.** See the essential functions table on page B5.

### **MISCELLANEOUS.**

1. Manual labor and adverse working conditions may exist with this position.
3. Must pass a medical examination, including a drug & alcohol screening.
4. Occasional overnight travel for meetings and conferences may be required.
5. Attendance at City Council evening meetings is required.

## ESSENTIAL JOB FUNCTIONS

**Employees in this job position are required to meet the following requirements.**

A - Rarely or Never B - Periodic (Not every day) C - Frequent (Sometimes each day) D - Daily (All or most of the time)	A	B	C	D	A - Rarely or Never B - Periodic (Not every day) C - Frequent (Sometimes each day) D - Daily (All or most of the time)	A	B	C	D	A - Rarely or Never B - Periodic (Not every day) C - Frequent (Sometimes each day) D - Daily (All or most of the time)	A	B	C	D
PHYSICAL FACTORS					PHYSICAL STRENGTH: LIFTING-PUSH/PULL WHILE STANDING					HEARING DEMANDS				
1. Standing/Stationary		X			1. Semi-sedentary (up to 10 lbs.)				X	1. Normal noise levels				X
2. Standing/Moving About				X	2. Light work (10 - 20 lbs.)				X	2. Constant low level noise				X
3. Sitting		X			3. Medium work (20 - 50 lbs.)				X	3. Occasional loud noise		X		
4. Climbing		X			4. Heavy work (50 - 100 lbs.)		X			4. Constant/very loud noise		X		
5. Balancing				X	5. Very heavy work (100+ lbs.)		X							
6. Stooping		X								HAZARDOUS CONDITIONS				
7. Kneeling		X			PHYSICAL STRENGTH: CARRYING-PUSH/PULL WHILE MOVING					1. Respiratory irritants-dust, fumes, gases		X		
8. Crouching		X			1. Semi-sedentary (up to 10 lbs.)				X	2. Skin irritants-dust, fumes, gases		X		
9. Crawling	X				2. Light work (10 - 20 lbs.)				X	3. Allergic irritants-dust, fumes, gases		X		
10. Reaching			X		3. Medium work (20 - 50 lbs.)				X	4. Wet work – hands		X		
11. Handling				X	4. Heavy work (50 - 100 lbs.)		X			5. Wet work – feet		X		
12. Fingering				X	5. Very heavy work (100+ lbs.)		X			6. Operation of heavy equipment				X
13. Talking/Speaking				X						7. Climbing ladders		X		
14. Driving				X	VISUAL DEMANDS					8. Working in very high places		X		
15. Smelling				X	1. Near Vision				X	9. Use of electrical equipment		X		
16. Object Manipulation	X				2. Far Vision				X	10. Use of sharp utensils		X		
17. Grasping (both hands)			X		3. Depth perception				X	11. Sensitivity to extreme temperature variations				X
18. Pinching (thumb/forefinger)			X		4. Accommodation				X					
19. Turning			X		5. Color vision				X	MENTAL DEMANDS				
20. Twisting (hand/wrist)			X		6. Field of vision				X	1. Reading Ability				X
21. Walking				X						2. Written Language Ability				X
22. Squatting			X							3. Mathematic Ability				X
23. Twisting (upper body)				X										
24. Simultaneous Activity				X										
25. Hearing				X										
26. Touching				X										
27. Other														