

# ***PUBLIC WORKS SUPERINTENDENT***

**City of Washington**

**Public Works Department**

**Employee Name:**

**Job Title:** Public Works Superintendent

**Department:** Public Works

**Reports To:** City Administrator and/or City Council

**FLSA Status:** Non-Exempt

## **POSITION SUMMARY**

Under the supervision of the City Administrator and/or City Council, the Public Works Superintendent is a non-exempt position under FLSA. This position is responsible for planning, directing and organizing the activities of the Water, Wastewater, Street, Cemetery and Parks departments. This position is responsible for managing activities and operations at the Yard Waste Compost Facility and Open Burn limb/brush sites.

Supervising subordinate personnel and reviewing projects is required. This employee is also responsible for supervising various city projects and the development and implementation of the annual budget. This employee should possess excellent technical, supervisory, managerial, and organizational, public relations and communication skills.

This employee is subject to pre-employment, random, and post-accident drug and alcohol testing.

## **ESSENTIAL FUNCTIONS**

- Is proactive in all assigned duties;
- Perform work in accordance with all federal, state and local laws, rules and regulations and within mandated and appropriate safety standards;
- Manages the water production and distribution system, including monitoring wells, water plant, chlorine level monitoring and log, chlorinator maintenance and repair, water line and fire hydrant flushing, locate and repair leaks, line installation and repair, meter installation and change out, required KDHE water quality test sampling and reporting, daily documentation of all readings, inspect and maintain pumps, maintain SCADA system, and maintain current knowledge of all federal, state, and local rules, regulations, mandates, and laws referencing potable water systems;
- Maintain state of Kansas Class II water operator certification, including attending training and/or workshops to maintain required CE hours along with keeping up to date with current laws, regulations, and requirements as approved by governing body;
- Manages the waste-water collection and treatment system, including daily monitoring and documentation of lift station pumps; daily monitoring and cleaning of bar screen with documentation; maintenance on pumps and valves; routine inspection and cleaning of collection mains, including camera imaging if needed; locate and repair of leaks; report any backup or bypass to KDHE within the required time frame; must utilize appropriate personal protective equipment when handling or in close proximity to raw sewage; immediate response and investigation to any customer complaint of backup or bypass with thorough documentation; maintain and monitor the sewer treatment facility; perform required sampling as needed; mow, spray, and repair containment fence as needed;
- Maintain state of Kansas Class I waste-water operator certification, including training and/or workshops to maintain required CE hours along with keeping up to date with current laws, regulations, and requirements as approved by governing body;
- Must utilize all monitoring and safety equipment while performing confined space and/or trenching and shoring activities, while maintaining compliance with OSHA standards;
- Maintains worker safety at various job sites and follows proper safety procedures;
- Manages the city's streets and roadways, including planning, scheduling, overseeing construction, maintenance, repairs, sweeping, snow emergencies and removal, storm sewer inlets and basins, painting

of crosswalks, parking areas, handicap zones, and curb markings, street closures for permitted activities as allowed by governing body, maintains and installs street, directional, and traffic signs within the city limits;

- Operates all heavy equipment necessary for road repairs, etc.;
- Adheres to Kansas 811 utility locate laws and requirements prior to any excavation.
- Manages and maintains city owned buildings and property, including swimming pool, parks, cemetery, etc. to include mowing, trimming, and spraying as necessary including along street, curbs, and sidewalks.
- As directed, may mix chemicals for weed spraying equipment;
- Sees that all departmental and rolling stock is maintained properly and replacement stock is ordered in a timely manner.
- Manages the activities and operations of the Yard Waste Compost Facility and Open Burn limb/brush collection sites;
- Operate chain saw, bucket truck, heavy equipment, and trucks as necessary to trim trees or clear storm damage;
- Conduct and document preventative maintenance work on any and all assigned vehicles and equipment;
- Operates a variety of power construction and maintenance equipment;
- Performs employee performance evaluations;
- Performs other duties as deemed necessary or assigned;
- Assist with utility meter reading;
- Assists other departments as the need arises;
- On-call coverage will be required on a rotating basis.

## **POSITION REQUIREMENTS**

**Experience:** One to three years of supervisory experience is preferred.

**Education:** A high school diploma or GED is required, and a technical degree or some college credit is preferred. A valid Kansas Commercial Driver's License is required, or the ability to obtain within six months of employment. Must acquire Water Operator Class 2 certification through the State of Kansas. Must possess Wastewater Operator Class 1 certification according to state laws.

**Residency:** All full-time hourly city employees must live within a five-mile radius of the City of Washington.

**Technical Skills:** This employee should be able to operate various heavy equipment machinery. A working knowledge of equipment maintenance, mathematics, street repair and maintenance, and methods and procedures used in a public water and wastewater system is required. A thorough working knowledge of rules, regulations, laws, ordinances, etc. is required in order to remain in compliance with same. This employee must be able to operate hand tools and other equipment with a high degree of efficiency. Must have the ability to read and interpret meter readings and written instructions. Strong communication and technical skills are also required.

**Problem Solving:** Problem solving is a factor in this position. This employee encounters problems with equipment malfunctions.

**Decision Making:** Decision-making is a factor in this position. This employee makes decisions about making system adjustments and major repairs.

**Supervision:** This employee works with supervision from the City Administrator and/or City Council and does have supervisory duties.

**Financial Accountability:** This employee is directly responsible for the safe operation of departmental equipment. This employee participates in the annual budget process, working with the city council and/or governing body, and be responsible for ensuring that each department stays within its budget.

**Personal Relations:** Frequent contact with the general public and subordinate personnel is expected. Strong supervisory, communication and public relations skills are required. Attendance at city council meetings is required when requested by the governing body.

**Working Conditions:** Some adverse working conditions exist within this position. This employee frequently works in outside weather conditions. Exposure to human blood and body fluids, hazardous chemicals, vibration, machinery, moist and damp working environments, excessive noise, and electricity is expected. This employee is occasionally exposed to fumes and/or airborne particles, toxic or caustic chemicals. This position is required to provide on-call coverage on a rotating basis.

**Physical Requirements:** Manual labor including the ability to climb stairs regularly, to lift heavy objects weighing up to 50 pounds, work in confined spaces, walking, climbing, reaching, stooping, and operating machinery is required daily in this position. This employee is regularly required to use hands to finger, handle, feel objects, operate tools or controls, or reach with hands and arms. Ability to work at heights in boom truck is required. The ability to walk for entire shift as assigned, or sit for extended periods in street sweeping equipment. The ability to bend, stoop, and lift in the performance of job duties is required.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

THIS JOB DESCRIPTION LAST UPDATED AUGUST 7, 2024.

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**ESSENTIAL FUNCTIONS**

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