

# **City of Auburn**

## **Job Title- Superintendent, Department of Public Works**

### **Job Summary:**

Plans, organizes, directs and participates in the public works activities of the City. Responsible for operations, maintenance and planning of water, wastewater and electric utilities; also, streets, snow removal, parks, storm sewer, street lights and city-owned buildings and equipment and property. Functions as the contact person for the City in matters pertaining to the public works department.

### **Primary Duties:**

1. **Water Utility:** Maintains water pumps, chlorinators, softeners and the water distribution system including daily inspection and testing as required. Supervises and participates in repair and installation of water lines and connections. Reads water meters and keeps them repaired or replaced. Works with the City Clerk and property owners on water leaks and utility billing issues. Maintains proper records and reports as required by state and federal agencies. Provides a safe and adequate water supply for the community. Provides guidance and assigns schedule to weekend water operator.
2. **Sewer Utility:** Maintains sewer system and lagoons. Supervises and participates in repair of sewer lines and connections. Maintains proper records and report as required by state and federal agencies to provide adequate sewage disposal for the community.
3. **Electric Utility:** Supervises, participates, maintains and operates electric distribution system, including installing lines and meters. Inspect and follow up work of all components of electric system, as required by the State, in accordance with the utility's inspection plan. Responds to electric outages and customer complaints, correcting problems as quickly as possible in accordance with safety standards; reports problems to the Mayor. Responsible for all testing, operation and maintenance of utility-owned poles, transformers and other electric devices. Responsible for reading electric meters, communicates with the City Clerk regarding utility billing issues.
4. **Streets:** Operates trucks, tractors, and other equipment to haul gravel, dirt and other materials to repair and maintain city streets. Responsible for street patching and repairs; assist all street repair/construction contractors as hired by the City. Maintains street signs and markers. Operates street sweeper to clean streets. Supervises and participates in snow and ice removal activities; operates snow plow and sanding equipment.
5. **Street Lights:** Supervises and participates in installation, repairs and maintenance of street and security lighting.
6. **Storm Sewers:** Perform duties to clean and maintain storm drains and tiles.
7. **City Trees:** Responsible for supervising and participating in tree trimming and removal of City trees. May include chain saw use.
8. **City Parks and Buildings.** Ensures that City parks and buildings are properly maintained. May include supervision and participation in mowing, trimming and pick up of debris.
9. **Makes recommendations to the Mayor and Council regarding improvements to the water, wastewater, electric utilities and streets, parks, storm sewer, and city-owned buildings, equipment and property. Includes assisting with preparation of the City budget.**
10. **Attends all regular city council meetings.**

11. Responsible for purchasing needed materials, tools and equipment needed to maintain city utilities and property.
12. Loads and unloads heavy materials as needed.
13. Performs cleaning and maintenance of city shop area.
14. Responsible for maintenance of city dump area. Assists with city-sponsored City-wide Clean up as needed.
15. Performs duties which could result in loss of time and money, inconvenience to others, dissatisfaction of the public, or bodily harm, including death; performs duties with specific deadlines or other time pressures.
16. Attends workshops and training to update knowledge and skills and maintain necessary licenses and permits.
17. Assists other City departments and employees as necessary.
18. Establish and maintains effective working relationships with Mayor, Council, co-workers and the public.
19. Control growth of weeds, grass and trees on all City-owned property.
20. Perform utility locates as requested by Iowa One Call.
21. Flush fire hydrants and monitor operation and appearance.
22. Burn brush collection site as needed and weather permits.
23. Direct and assist with installation/removal of Christmas lights and decorations.
24. Winterize all city-owned properties.
25. Miscellaneous duties as assigned by the Mayor
26. Perform duties assigned as Animal Control Officer.

### **Physical/Mental and Environmental Requirements**

- Required physical activities: Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, sitting, bending, fingering, walking, pushing, pulling, lifting, grasping, talking, hearing, repetitive motions.
- Heavy work requiring exertion of up to 100 pounds of force occasionally and exertion of up to 50 pounds of force frequently.
- Work is performed primarily outside and includes seasonal exposure to heat and cold. Exposure to awkward or confining work space, darkness or poor lighting, dirt and dust, fumes and odors, isolation, moving machinery, noise, vibration, wetness and humidity, mechanical hazards, traffic hazards and bodily injury. Work may expose the employee to unpleasant social situations and irregular work hours.
- Ability to read, speak, write and understand English to effectively communicate with fellow employees, contractors and the general public by telephone, written format and face to face.
- Meet visual requirements to obtain a Commercial Driver's License from the State of Iowa.

### **Equipment and Materials Used**

Pickup Truck and attachments, dump trucks, snow plow, tractor and loader, mowers, sprayers, street sweeper, air compressor, chain saw, pumps, saws, grinders, ladders, generators, jackhammer, sledgehammer, winch, traffic control equipment, telephone, mobile phone and other general shop tools and equipment.

### **Employment Standards**

- Ability to think logically and scientifically to solve problems having several abstract and concrete variables.
- Ability to perform arithmetic calculations involving fractions, decimals and percentages.
- Ability to organize and direct subordinates in daily operations.
- Ability to read and understand technical communications including blueprints, schematic drawings, plat maps and technical manuals.
- Knowledge of maintenance equipment to be used in the City; knowledge of traffic laws and regulations involved in equipment operation.
- Knowledge of occupational hazards and safety precautions associated with the operation of tools and equipment; knowledge of and willingness to comply with all applicable federal, state and local safety compliance policies.
- Ability to perform labor of extended periods of time often in inclement weather.
- Available for off-hours emergencies.

### **Education, Training and Experience**

- Required Education: Graduation for high school or GED.
- Required Experience: Experience related to water, wastewater and electric utilities and streets, parks and equipment, building and grounds operations and maintenance.
- Required Training to maintain:
  - State of Iowa Certification as Grade II Water Operator
  - State of Iowa Certification as Grade II Wastewater Operator
  - Electric distribution system training as provided.
- Shall possess a valid Class B Commercial Drivers License issued by the State of Iowa.

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by City management. The level of involvement may vary based on need and individual capabilities.

Iowa is an “at will” employment state. Employment is terminable at will, at any time, with or without cause, either by an employee or the city, regardless of the length of employment or the granting of benefits of any kind. The City’s personnel policy and/or job descriptions shall not be construed to give rise to a contractual agreement for employment.