

Position: City Superintendent

Department: Public Works

Accountable to: City Council

Primary Objective of Position

To plan, coordinate and schedule personnel, materials and equipment necessary to maintain the City streets, alleys, water system, sewer system, and landfill. **Superintendent must reside within the city limits.**

Desirable Knowledge, Skills and Abilities

- Class "2" Water Treatment; Class "1" Wastewater **Treatment; Class "1" Water Distribution; Class "1" Waste Collection**
- **Valid CDL – Class B with Air Brake endorsement.**
- Knowledge of equipment and tools used on the job.
- Knowledge and skill to inspect, repair and adjust pumps, wells, hydrants, valves, well house equipment, and sewer plant equipment, water lines and sewer lines.
- Knowledge and skill in the installation and repair of water meters.
- Knowledge and skill in taking samples of water and sewage.
- Knowledge to keep accurate records for water and wastewater activities.
- Ability to properly inspect motors and pumps and to analyze need for repair or replacement.
- Ability to establish and maintain effective working relationship with other employees, public officials and the public.

Major Areas of Accountability

- Plans, directs and coordinates a comprehensive program for City street signs, water plant, water lines, sewer lines, landfill and lift station so as to insure the highest level of maintenance at the most favorable cost within the budget.
- Assists the City Council to plan and coordinate a program for City streets, parking, sidewalks and curbs.
- Anticipates seasonal maintenance needs for plowing and other services and plans for availability of equipment, personnel and materials.
- Maintains accurate records relating to the repair and maintenance of streets, sewer lines, water lines, and all other systems and equipment of the City as a guide to analyzing recurring problems.
- Operates equipment including trucks, tractor, snow blower, power mower, chain saw, etc.
- Performs various preventive and corrective maintenance services on City equipment and vehicles to insure safe and proper operation.
- Operates various mechanic/shop power equipment and hand tools.
- Maintains all City owned property, performs minor carpentry, paint and minor repairs as necessary.
- Consults with engineering consultants on public works and public utility construction projects.
- **Participates in pre-construction conferences on public works and utility construction projects.**

- Inspects and evaluates work being performed by City personnel and contractors; identifies problem areas and directs remedial action.
- Prepares or reviews and maintains a wide variety of written reports and records, including personnel records, accident reports, utility location maps, maintenance requests and requisitions for section activities.
- Requisitions necessary tools, supplies, materials and equipment.
- Inspects contract work performed to determine compliance to standards.
- Reviews and updates written maintenance instructions and schedules.
- Ensures the timely completion of planned preventive maintenance programs.
- Responds to emergency situations as necessary.
- Provides technical assistance to staff.

Sewer and Water Departments

- Performs daily checks on functioning of pumps, motors and related equipment in connection with wells, water pumping and ponds at wastewater plant.
- Checks for proper operation of pumps and controls and correct injection and usage of water and wastewater treatment chemicals.
- Identifies maintenance needs and assists in performing maintenance and repair on water tower, well house and wastewater treatment plant.
- Performs repairs and corrective maintenance as necessary to avoid service interruptions.
- Participates in inspection, maintenance and repair of all water lines, sewer lines, valves and water hydrants throughout the City.
- Flushes storm and sanitary sewers, clean storm catch basins.
- Performs routine testing of samples from water and sewer.
- Replaces and repairs water meters as needed.
- Flushes water tower as needed and hydrants from tower out bi-annually.
- Installs water meters in consumer establishments.
- Examines pipes to detect leaks and repair if necessary.
- Opens , flushes and repairs sewage lines using jet pressure machine or hand/power tools to repair damaged lines/components.
- Walks or drives over established route and takes readings of water meter dials.
- Inspects meters and remotes for defects, damage or unauthorized connections.
- Verifies readings to locate abnormal consumption fluctuations
- Turns service off or on for occupants.
- Locates water and sewer lines as requested by North Dakota One Call.
- Disassembles, cleans, adjusts, repairs and tests water meters using hand tools and testing equipment; verifies pressure and accuracy.
- Collects water and wastewater sample for in house or laboratory testing to ensure water quality and mandated guidelines.
- Compiles various reports regarding water and wastewater; provides information on such to the public, outside and inside agencies.
- Perform any other tasks as required or assigned by the City Council.

Landfill

- Maintains access roads to the landfill.
- Ensures the landfill is operated in accordance with EPA and State guidelines.
- Monitors vehicles as they enter, unload and leave the landfill. Gives directions to citizens.
- Mows and trims areas around the Landfill.
- Upkeep of material drop off areas to include construction and demolition, brush pile and white goods areas, and also performs general clean-up of all areas.

- Cleans areas in and around the Landfill or the access road.
- Removes excluded dump items from cells such as tires, batteries and paint.
- **Enforces city ordinances, state and federal laws and regulations related to sanitary landfill operations.**
- **Supervises the construction and development of new landfill cells, and proper closure and maintenance of completed cells. (occurs infrequently)**

Public Works & Street Departments

- Assists in maintenance of streets by filling potholes and cleaning storm sewer intakes.
- Runs the street sweeper to clean all asphalt streets.
- Grades City gravel roads.
- Plows snow.
- Cleans sidewalks as needed.
- Plans, implements and directs a program of street maintenance and repair work including street repairing and patching; street cleaning; sidewalk repairing and patching.
- Mows Right-of-ways.
- Maintains and repairs drainage system.
- Sprays for mosquito control.
- Maintains and repairs traffic signs and road markings.
- Receive, investigate, and resolve public complaints; respond to requests for information.
- Check streets, sidewalks, curbs, gutters, medians, drainage channels, and related facilities and equipment for needed maintenance and repairs.
- Inspect work sites before, during and after completion to assure such is completed in a satisfactory and thorough manner.
- Obtains price quotes for maintenance and repair activities as necessary.
- Checks vehicles to insure proper and safe operations; performs routine maintenance and emergency repairs
- Cleans and maintains vehicles and fluid levels.
- Fertilizes landscaped areas, sprays for weed and pest control, plants, prunes, and removes trees and shrubs.
- Operate a variety of equipment including trucks, air compressors, rollers, concrete saw, circular and quickie saws, jackhammers, electric drills, water pumps, and other similar equipment and machinery used in repairing and installing drainage structures, water and wastewater pipes and appurtenances in various weather conditions.
- Utilize a variety of hand and power tools; routine maintenance of such equipment; collection and cleaning of tools and materials after utilization.
- Provide support to assist staff in the completion of their duties and responsibilities.
- Inspect and restore equipment fluid levels including oil, fuel, water and transmission fluid; lubricate equipment as needed; report the need for repairs.
- Report daily work to auditor.
- Maintain safety regulations including wearing appropriate clothing, erecting proper barricades and signage and using proper equipment and materials.
- Performs other public works duties as may be required and can be reasonably expected of an employee in this capacity.
- Locate, install, maintain and repair a variety of water and drainage piping for water distribution including fire hydrants, pipes, valves and service connections; repair and reconnect water utility breaks; drain water from project site as necessary.
- Inspect and control infiltration problems related to the sewer system; perform preventative maintenance and repair of sewer mains; repair sanitary sewer manholes as needed.
- Prepare site location including placing barricades and warning signs for safety; build, paint and repair barricades as necessary.
- Maintain street signs and markings and other traffic operation related duties.

Responsibility for Work of Others

- Supervise and assign work to general maintenance worker.
- May provide on-the-job direction to seasonal or temporary employees as required in certain job-related situations.

Work Conditions

- Outdoor work in all kinds of weather, many times in awkward positions and dangerous places.
- Abnormal hours for snow removal and emergencies.
- Heavy Lifting
- Working with hazards of fumes, machinery, climbing, excavations, etc.