



CITY SUPERINTENDENT

City of Leoti

Public Lands and Works Department

POSITION SUMMARY:

The City Superintendent is an exempt position under FLSA which performs administrative and supervisory duties; leads and manages all Public Works Maintenance Operations. Schedules and coordinates a wide variety of public works field maintenance and repair work including operation and maintenance of City-owned traffic signal, street lighting and traffic signing and marking activities; asphalt repairs; bridge, sidewalk, curb and storm sewer maintenance; snow removal; road construction; and general right-of-way maintenance. Provides management oversight to the Department's fleet/equipment maintenance program.

DUTIES AND RESPONSIBILITIES:

1. Leads and manages all day-to-day infrastructure maintenance operations. Implements the goals, objectives, policies, procedures and priorities of the division and department. Resolves work problems and interprets administrative policies to subordinates. Provides direction for accomplishment of duties and activities and follows through on staff completion.
2. Provides management oversight to the Department's fleet/equipment maintenance program and operating equipment. Responsible for the execution of all fleet/equipment maintenance activities within the City. Establishes performance measurements for the program. Provides direction and guidance for equipment maintenance repair parts room operation, purchases and inventory. Ensures cyclic inventories and yearly audits are conducted.
3. Acquires necessary disaster training in order to properly direct field operations during major emergencies such as storms, floods, and other natural disasters.
4. Oversees all field operation and fleet maintenance employees. Interviews, recommends hires to Council, trains and supervises subordinates. Reviews performance and counsels employees on performance-related issues as required. Recommends merit adjustments, bonuses, promotions, reclassifications, intra-division transfers, and all disciplinary actions.
5. Implements snow removal plan for the City. Supervises shop and field operations. Checks snow removal plan effectiveness through inspections of streets. Maintains positive relations with City Hall and provides updates during snow removal operations.
6. Develops schedule of field operations such as crack seal, asphalt patching, concrete ditch liner repair, sidewalk repair and replacement, installation of large diameter crossroad pipe, mud-jacking of sidewalks, general roadside ditch maintenance including installation of new driveway culverts. Inspects work in progress by visiting site, walking around site, and observing work in progress. Makes suggestions and offers instructions to workers. Approves the use of special equipment for various projects. Presents recommendations to Council on work to be performed in-house or by contract. Reviews new methods of repair for possible adoption by department.
7. Plans, organizes, directs, and supervises operation & maintenance of traffic signal systems and street light systems. Oversees general installation and maintenance of traffic control and street name signs and pavement markings. Daily review of reported problems, work orders, and requests. Assigns work to subordinates and coordinates activities/projects with other units, utilities, contractors, etc. Visual and physical inspection of work in-progress and completed.
8. Prioritizes and schedules work projects. Determines labor force, materials, and equipment requirements required for maintenance and construction projects. Meets with residents and engineering staff during performance of projects.



9. Receives and processes citizen complaints, comments, and questions. Contacts other divisions and departments of complaints regarding their service areas. Investigates citizen complaints by visiting site in question and evaluates and prioritizes work to be performed. Contacts citizen by phone or in person with a response to complaint. Documents all communication and delivers to City Clerk for proper record retention.
10. Promotes and insures work is done safely for workers, motorists, and pedestrians. Instructs crews as to proper traffic control area, signing, barricading, safety equipment, and procedures. Periodically checks work sites to insure safety procedures are being followed. Updates safety rules and regulations and standard operating procedures as required. Reviews accident reports and directly investigates major incidents.
11. Assists with specification design of construction projects by contract forces. Gathers information regarding project requirements and specifications. Reviews submitted bids and makes recommendations for retaining contractor. Coordinates construction activities with contractor. Oversees project construction by site visits and working with contractors.
12. Prepares reports, project performance analysis, and performance measurements. Ensures that proper data is gathered, recorded, and tracked for all maintenance activities within the department.
13. Supervises special projects performed by City workers by reviewing blueprints; determining material, equipment, and labor needs; procuring equipment, materials, and supplies; determining sequence of construction and monitoring construction. Supervises and directs the work of employees through inspections.
14. Attends various staff meetings. Makes other work-related decisions as required.
15. Coordinates and administers selection, procurement, payment and storage and disbursement of materials, supplies and equipment. Reviews with appropriate staff inventory levels, usage patterns, purchasing, accounting, and problem resolution. Advises and instructs on amounts and items to be purchased. Approves orders within limits of purchasing authority.
16. Oversees preparation and retention of maintenance records through an automated work management system. Reviews work reports and prepares special reports; develops systems for ensuring accurate record keeping of all maintenance activities.
17. Oversees use and maintenance of shop area, office, and yard facilities. Inspects existing facilities to ensure safe and healthy work environment.
18. Assists City Clerk with preparation and administration of budgets, major programs and special projects. Recommends allocation of fiscal resources.
19. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
20. Assist Deputy City Clerk with annual water report by providing monthly well readings and water loss totals.
21. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.



MARGINAL FUNCTIONS:

- Checks building permits;
- Assists with Christmas decorations;
- Cleans abandoned property;
- Measures property lines;
- Collects water samples;
- Plans well and water system improvements;
- Performs other duties as deemed necessary or assigned by the Mayor and/or City Council.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

High School Diploma or GED is required. Prefer Bachelor's degree in engineering, business or public administration OR an equivalent combination of formal education and work experience. Possession of an appropriate, valid Class B Commercial Driver's License is required; must maintain an insurable driving record. This position requires Small Systems Sewer license with twelve (12) months hire, and Class II Water license within eighteen (18) months of hire.

EXPERIENCE:

2-5 years of related work experience. Prior supervisory experience will be given favorable consideration.

SKILLS:

1. Good oral and written communication skills
2. Analytical skills
3. Leadership skills
4. Organizational skills
5. Basic math and accounting concepts.
6. Computer software application skills.
7. Operational planning and scheduling

MENTAL REQUIREMENTS:

1. Ability to read and comprehend City, state, and federal regulations
2. Ability to analyze complex problems and recommend solutions
3. Diplomacy and judgement
4. Mechanical aptitude
5. Ability to train and guide others
6. Ability to recognize and protect confidential information
7. Ability to read and understand site plans, blueprints, etc.
8. Ability to analyze safety situations.
9. Alpha and numeric recognition.
10. Ability to prioritize work.

PHYSICAL REQUIREMENTS:

1. Ability to make and receive phone calls, use computer applications, and other communication systems.



CITY OF LEOTI

Council Meeting
1st & 3rd Monday – 7:00 p.m.

2. Ability to travel and tour City project sites in adverse conditions to include but not limited to accident sites, construction sites, outdoor sites, remote sites, etc.
3. Ability to sit and be attentive for extended periods of time
4. Exposure to traffic noise and fumes
5. Exposure to extreme environmental conditions
6. Ability to distinguish colors.
7. Ability to drive City vehicles
8. Ability to lift 10 pounds and transport 25 feet
9. Regularly lift up to and in excess of 40 pounds

SUPERVISORY RESPONSIBILITY (Direct & Indirect)

Direct:

City Supervisor

Indirect:

Lead Service Technician

Sanitation Supervisor

Service Technicians

**The preceding job description has been designed to indicate the general nature and level of work performed by employees with this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.*

X _____
Employee Signature Date