

## POSITION: City Superintendent

*City of Douglass*

*Public Works Department*

### ***POSITION SUMMARY:***

Under the direction of the City Administrator/Clerk, the City Superintendent is a non-exempt employee under FLSA. The primary responsibilities of this position are to ensure the provision of a safe supply of drinking water to the citizens of Douglass, and to oversee and ensure the safe and proper treatment of solid waste at the city's wastewater treatment plant. The employee in this position must be capable of providing direction to employees, effectively communicating in oral and written forms, and possess excellent public relations skills.

### ***ESSENTIAL FUNCTIONS:***

- Oversees the treatment and supply of water to the citizens of Douglass including all KDHE required testing;
- Oversees the treatment of wastewater and all required KDHE testing of the wastewater;
- Performs/maintains and keeps maintenance records of city owned vehicles and equipment;
- Maintains all water and wastewater records and lines;
- Performs maintenance and operates sewer lift stations;
- Fixes broken water/wastewater lines and pumps safely and effectively;
- Troubleshoots electrical problems in control panels;
- Inspects privately owned and repaired sewer lines;
- Enforces water and sewer codes;
- Maintains inventory of supplies needed to repair water/wastewater lines;
- Plans for overall projects and activities of the department and provides oversight to contractors who work on those projects, and oversight of the city employees who maintain public works;
- Coordinates safety policies in the work place with other employees;
- Is responsible for the overall safety of the public works employees and ensures all safety policies are followed;
- The City Superintendent is also the Assistant Zoning Administrator and enforces all city zoning and subdivision regulations.

### ***MARGINAL FUNCTIONS:***

- Must have knowledge of storm water drainage and installation of drainage structures to allow proper drainage;
- Communicates department needs to the City Administrator/Clerk;
- Locates city owned underground utilities;
- Reviews utility plans submitted by private contractors;
- Works with the city engineer on special projects;
- Manages the seasonal activities of the public works department;
- Performs other duties as deemed necessary and assigned;
- Provides after hour response to departmental emergencies by being on-call;
- May be required to attend council meetings;

Classification Quick View

FLSA: Non-exempt



## *City Superintendent*

### **POSITION REQUIREMENTS**

**Experience:** The employee is required to have one (1) to three (3) years of similar or related experience, and have acquired the necessary knowledge and skills to perform the job reasonably well within six (6) months to one (1) year of service.

**Education:** A high school diploma is required, and a technical degree or 2 years of college credit in a related field is preferred. Additionally, the individual must obtain and maintain a commercial drivers' license as well as a Class II water operator's license and a Class I wastewater operator's license through the Kansas Department of Health and Environment.

**Technical Skills:** The City Superintendent is required to be able to safely and effectively operate backhoes, loaders, skid steers, maintainers, dump trucks, sewer jets, air compressors, streetsweepers, mowing tractors and bush hogs. Additional proficiency in mathematics, welding, mechanics, computer software, electrical controls, and ability to use testing equipment is required.

**Problem Solving:** Independent problem solving exists with this position. Scheduling and completing special projects while performing day-to-day responsibilities is frequent. The employee in this position must also be capable of solving problems associated with water and sewer emergencies, pump failures, electrical control failures, mechanical failures, and enforcing city water and wastewater codes effectively.

**Decision Making:** Decision making is crucial for this position. Providing the proper attention to who, how, and what work will be performed is required. The employee must enforce safe working habits while ensuring the timely completion of projects.

**Supervision:** This employee exercises daily supervision over other employees under the direction and receives occasional direct supervision from the City Administrator/Clerk.

**Financial Accountability:** This employee is responsible for city equipment and resources and has the authority to make purchases up to a predetermined value with prior approval. The City Superintendent is accountable for all departmental spending. The position is also responsible for revenue generation and expenditure control and participates in the annual budget process.

**Personal Relations:** This employee interacts daily with other employees, supervisors, and the public. The City Superintendent interacts occasionally with the city's governing body and officials from other organizations.

**Working Conditions:** The City Superintendent is considered a working supervisor and may be exposed to adverse working conditions. These include exposure to human blood/fluids, hazardous chemicals, working in confined areas, extreme heat/cold, heights, and excessive noise. The employee is also expected to efficiently use office/computer equipment, small machinery, and large equipment.

**Physical Requirements:** Manual labor including lifting objects weighing up to 100 pounds, following prescribed city safety procedures, pushing, pulling, standing for extended periods of time, crouching, extensive walking, are frequently experienced with this position.

*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.*