

City of Beaver Bay
Job Description
Job Title: Public Works Superintendent

Status: Full Time / Hourly

Salary Range: To be determined

Supervisor: City Council / Clerk

DUTIES AND RESPONSIBILITIES:

- Coordinate and supervise operations of the City owned utilities and property.
- Maintain 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.
- Check City property daily for needed repair, preventative maintenance and submit ideas for improvements/repairs to the City Council for action.
- Road maintenance i.e. plowing, sanding, patching black top, ditching, street sweeping, etc.
- Clean storm, water and sewer catch basins, clean culverts and ditches.
- Repair water lines, sewer lines, pumps and lift stations.
- Must be able to operate trucks, plows, sanders, backhoe, power lawn mowers, weed whip, chainsaw, etc.
- Notify City Council / Clerk when sewer lines need jetting.
- Participate in hiring, evaluation and termination of department employees.
- Participate in budget process for the department.
- Ensure safe work practices (self and employees) by complying with all OSHA standards.
- Develop work schedules for the department, supervise and assign work to assistants.
- If the public works assistant is absent, the supervisor shall perform or delegate their duties.
- Submit weekly written reports to City clerk of daily activities of all staff including the superintendent.
- Attend a monthly council meeting to update on City operations and needs. Submit a written report to the clerk by Thursday before the meeting for inclusion in the council packets.
- Perform any other tasks as required or assigned by the City Council.

QUALIFICATION REQUIREMENTS:

- **Education and/or experience:**

An associate's degree (A.A.) or equivalent from an accredited two-year technical school or college, or one-year of related experience and/or training, or any equivalent combination of education and experience.

- **Language Skills:**

Ability to read and interpret safety rules, manuals, blueprints, and procedures.

Ability to write reports and correspondence. Effective communication with citizens and council groups. Ability to write standard operating procedures.

- **Mathematical Skills:**

Ability to calculate areas, circumferences, percentages, volumes, and velocities, and apply basic algebra and geometry concepts.

- **Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. The ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- **Certificates, Licenses, and Registrations:**

Must have a Class C driver's license, a Class B water license, and a Class C wastewater license, or be able to obtain them within a reasonable time as determined by City Council.

- **Other Skills and Abilities:**

Excellent troubleshooting and problem-solving skills. Ability to operate a wide variety of equipment. Demonstrate mechanical aptitude and skill. Ability to get along with others including the public. Focus on customer satisfaction and service.

- **Physical Demands:**

a) The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

b) The job requires regular use of hands and arms to handle objects or tools. Employees often walk, climb, balance, stoop, kneel, crouch, or crawl, and occasionally stand, sit, talk, hear, taste, and smell.

c) pounds, frequently lift or move items weighing up to 50 pounds, and occasionally lift or moving items weighing up to 100 pounds. Specific vision abilities essential for this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT / POTENTIAL HAZARD EXPOSURE:

The work environment described here is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- The employee often works in wet and humid conditions and occasionally in hazardous locations with explosive gases, fumes, toxic chemicals, electric shock risk, and vibrations. Noise levels range from moderate to very loud.
- The city will cover the cost of hepatitis B and other required or recommended shots for handling human waste upon request.