

**Public Works Superintendent  
City of Audubon**

**Title of Class:** Public Works Superintendent

**DESCRIPTION OF WORK**

**General Statement of Duties:** Performs administrative, supervisory and skilled maintenance operations work involving water and wastewater; streets and parks; and city-owned properties. Performs related duties as required.

**Supervision Received:** Works under the general or administrative supervision of the City Council.

**Supervision Exercised:** Exercises general and technical supervision over maintenance assistant workers and summer employees.

**TYPICAL DUTIES PERFORMED**

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

- Plans, directs and oversees water, wastewater and street operations.
- Develops long-and short-term goals in cooperation with the City Council.
- Supervises staff including interviewing, recommending hire and discharge, assigning and reviewing work, coaching, training, rewarding and disciplining.
- Prepares department budget by estimating materials and projects, developing work goals and assisting in monitoring.
- Establishes or recommends department policies and procedures; determines priorities, schedules and work and ensures proper completion.
- Works with the City Clerk to calculate and recommend utility rates to be adopted by the City Council.
- Inspects the worksites to direct and participate in the work, determines equipment and supply needs, ensures safety and resolves problems.
- Completes required federal and state reports and forms.
- Prepares and analyzes bid specifications in cooperation with the contracted City Engineer for large purchases or obtains bids as appropriate.
- Purchases equipment and supplies in accordance with the budget; obtains City Council approval for unbudgeted items.
- Attends City Council meetings on a regular basis to answer questions or provide information.
- Works with area contractors as needed; oversees the work of City contractors for projects.
- Calculates customer bills for new construction and other miscellaneous work.
- Promotes effective community relations.
- Codes invoices for street and utilities system purchases.

- Works with Utility Billing Clerk to collect past due accounts, including serving shutoff notices, and removing meters.
- Updates maps with new installations
- Performs daily fluoride testing and collects and sends in the samples to the State Health Department for testing.
- Inspects the water plant for proper operation, takes daily readings and maintains records as well as calibration of lift stations.
- Backwashes the water and iron filter; cleans and maintains motors and pumps.
- Collects water samples for testing.
- Maintains fire hydrants including lubricating and painting.
- Performs general maintenance to pump house buildings including inspecting paint and changing the light bulbs.
- Installs, cleans, takes readings and repairs or replaces water meters.
- Performs water hook-ups and disconnects; replaces curb stops.
- Locates main breaks and repairs or replaces water mains.
- Inspects and monitors lift stations for proper operation of motors and pumps, checks wet well for proper elevation.
- Performs maintenance at lift stations including cleaning and replacing filters, replacing fuses, and maintaining pumps.
- Maintains pond system.
- Prepares monthly health department, monthly and quarterly PCA reports and annual water usage reports, etc.
- Reviews federal and state laws, regulations and codes on water, wastewater and ensures the City maintains compliance; maintains all required records and prepares for related inspections.
- Maintains a safety program in accordance with OSHA and DOT requirements.
- Acts as City Forester and City Weed inspector.
- Works with City Clerk and Utility Billing Clerk to manage City and EDA-owned properties.
- Coordinates snow removal and street work for City.
- Keeps inventory and stocks shelves in the shop; cleans and maintains the shop.
- Assists in installing seasonal banners, decorative lighting and holiday decorations.
- Paints water plant and shop as needed.
- Performs basic maintenance on park shelter including disposal and grounds keeping.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of the occupational hazards and safety precautions of water and wastewater.
- Considerable knowledge of tools, methods, operations and materials used in water and wastewater operations.
- Considerable knowledge of the regulatory requirements for municipal water and wastewater.
- Considerable skill in the repair and maintenance of water and wastewater facilities.

- Considerable ability to locate underground cable and determine the locations of water leaks, detect and analyze the cause of problems, and make needed repairs.
- Considerable ability to communicate effectively and tactfully, both orally and in writing, with other City staff, elected officials, regulatory agencies, contractors, and utility customers.
- Considerable ability to read and interpret technical manuals and to determine solutions to a variety of operational and maintenance problems.
- Considerable ability to perform mathematical calculations and analyze information.
- Considerable ability to accurately compile and report data, prepare complex reports and maintain records.
- Considerable ability to keep track of frequently changing requirements and regulations, to interpret their applicability to City operations and propose and implement changes as appropriate to endure compliance.
- Considerable ability to plan, organize and direct operations.
- Considerable ability to supervise staff and schedule work frequently.
- Considerable ability to stand, walk, bend, crouch, stoop, pull and push, twist and turn and work in confined spaces when installing and making repairs to utility systems, sometimes for long periods and/or repetitively.
- Considerable ability to frequently lift and carry objects of varying weight up to 65 pounds including piping cutting tools, bolts, streetlights, and boxes of supplies.
- Considerable ability to work with and around hazardous chemicals and strong fumes, and to work with potential exposure to infectious disease.
- Considerable ability to use good vision including night vision and good hearing to detect problems and make repairs or maintain the systems on an ongoing basis.
- Considerable ability to use both large and fine motor skills and a keen sense of touch and smell daily to perform work.
- Considerable ability to work outside in all types of weather including severe weather.
- Working ability to prepare and monitor budget.

## **MINIMUM QUALIFICATIONS**

Must possess a valid Minnesota Class B driver's license and Class D Water and Wastewater licenses. Must have five years of municipal public works experience in the following areas: water and wastewater, or an equivalent combination of training and experience. (Completion of vocational or technical training in any of the above fields may substitute for up to 2 years of required experience.)