



## City of Rose Hill – Job Description Public Works Superintendent (\$53,999 - \$64,999)

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### **Position Summary:**

Under the supervision of the City Administrator, the Public Works Superintendent performs complex supervisory, administrative and professional duties in planning, organizing, directing and supervision of the public works department, including environmental, street, water, wastewater, and parks are the primary goals of this position. The position is a non-exempt position under FLSA

### **Essential Functions:**

- Ensures safe and potable water is supplied to the citizens of Rose Hill
- Maintains department compliance with federal, state and local regulations regarding safe drinking water
- Ensures safety is maintained by all subordinate personnel
- Schedules daily operations and supervises subordinate personnel
- Oversees and operates back flow prevention program
- Oversees wastewater treatment operations
- Oversees laboratory testing and sampling programs
- Ensures all programs for water and wastewater meet regulatory compliance
- Ensures efficient and effective day to day operations of public works personnel
- Assists in the preparation of CCR report
- Ensures compliance with Safe Drinking Water Act
- Evaluate public works needs and formulate short and long range plans to meet needs in all areas of responsibility
- Follows department policies and procedures
- Follows safety procedures and practices
- Provide recommendations regarding water distribution system, wastewater collection system and treatment operations and needs
- Operate heavy equipment including but not limited to trucks, dump truck, loader, backhoe and skid steer
- Operate a variety of power and hand tools in a safe and efficient manner
- Maintain records of work through various software applications including but not limited to work order systems, asset management systems and geographical information systems
- Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City

### **Marginal Functions:**

- Provides assistance by fielding questions, concerns and complaints from the general public
- Inspects water and sewer service lines
- Assist other departments
- Performs other duties as deemed necessary

### **Position Requirements**

#### **Experience:**

- Four years of previous public works experience, or any equivalent combination of education and experience. Employee is expected to have acquired the necessary skills and education to perform the job within one year of employment

#### **Education:**

- A high school diploma or GED is required. A bachelor's degree in a related field is preferred
- Class III Water and Class III Wastewater Certificates are required
- A valid Kansas Driver's License is required, CDL is preferred
- Requires 20 hours of in-service training biannually

#### **Technical Skills:**

- Thorough knowledge of operating and maintaining wastewater treatment equipment
- Considerable knowledge of street and storm sewer maintenance and repairs
- Considerable knowledge of park maintenance and forestry
- Thorough knowledge of applicable city policies, laws and regulations affecting department activities
- Must operate pumps, engines, generators, department vehicles, computers and other department equipment
- Maintains all facets of the distribution system, collections, and wastewater processes
- Must understand and anticipate problems, interpret data, prepare reports and interpret written reports, instructions, manuals and documents
- A working knowledge of mathematics is required
- Should possess excellent public relation, supervisory, organizational, oral and written communication skills

#### **Decision Making:**

- Frequent independent decision making, sometimes under stressful situations
- Makes decisions about resolving personnel issues
- Performs necessary equipment maintenance and repairs
- Prioritizes department activities, including resolving citizen complaints and perform all daily assignments in the most efficient manner

### **Financial Accountability:**

- Responsible for department resources and equipment
- Participates in the annual budget process

### **Working Conditions:**

- While performing essential functions of this position employee will encounter outdoor adverse weather and working conditions including but not limited to temperature extremes, rain, snow, ice and confined space. The employee may regularly be exposed to but not limited to blood borne pathogens, hazardous chemicals, heavy machinery, and fumes. Hearing protection is occasionally required

### **Physical Requirements:**

- Occasional maximum lift of 80 lbs. from floor to 62" high
- Occasional maximum lift of 40 lbs. floor to overhead
- Frequent maximum lift of 34 lbs. floor to shoulder
- Occasional maximum carry of 80 lbs.
- Occasional maximum carry 60 lbs.
- Frequent maximum carry of 40 lbs.
- Occasional maximum horizontal push/pull force of 150 lbs.
- Occasional maximum vertical pull force of 65 lbs. at 58" high
- Occasional maximum vertical pull force of 90 lbs. at ground height
- Frequent push/pull force of 30 lbs.
- Frequent maximum grip force 65 lbs.
- Constant maximum grip force 10 lbs.
- Frequent climb up to 24" high
- Frequent forward reach
- Occasional overhead reach
- Frequent bend and crouch
- Occasional crouch/kneel/crawl
- frequent balance
- Frequent neck rotation
- Frequent bilateral hand coordination;
- Frequent exposure to whole body vibration
- Frequent sitting, standing and walking

**Interested candidates should submit a cover letter, resume, work history and work-related references to [kmendoza@cityofrosehill.com](mailto:kmendoza@cityofrosehill.com).**