

**CITY OF CEDAR SPRINGS
JOB DESCRIPTION**

PUBLIC WORKS SUPERINTENDENT

Position Summary: Oversees and coordinates a full range of construction, maintenance and repair activities associated with municipal infrastructure, including streets, sidewalks, buildings and grounds, cemetery, recreational sites, water system, sewer system and plant, motor/equipment pool and related functional areas.

Reports to: City Manager

Supervises: Public works personnel

ESSENTIAL JOB FUNCTIONS:

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not an exhaustive list of the duties which the employee may be expected to perform.

1. Plans, organizes and directs a full range of construction, maintenance and repair activities associated with municipal infrastructure. Develops inspection, maintenance and repair schedules and other guidelines to ensure efficient and effective use of resources.
2. Directly and through a working foreman, supervises public works personnel, coordinates work assignments, and ensures quality of work performed.
3. Coordinates day-to-day activities associated with public works functions. Prioritizes projects, allocates resources and supervises work progress and quality.
4. Administers various contracts for services and special projects to ensure work is completed to the City's standards for quality and efficiency.
5. Prepares and administers departmental budget. Participates in long-range financial planning for equipment replacement and capital projects.
6. Completes research, writes specifications and prepares bid packets in coordination with other departments. Interviews vendors and presents recommendations to City Manager and in some cases City Council. Completes purchases for department according to established procedures.
7. Reviews plans and blueprints for new developments and writes standards and specifications related to water and sewer system. Completes inspections related to water and sewer systems.
8. Tracks projects and activities, collects data, prepares correspondence, progress and other general reports and completes related administrative activities for the department. Submits all reports required by State and Federal law.

9. Collects data related to infrastructure and assets and integrates with REGIS system.
10. Serves as cemetery sexton and maintains related records.
11. Coordinates activities with and ensure compliance with State and Federal agencies in matters related to public works activities including safety programming. Acts as the City's Act 51 Streets Administrator.
12. Responds to public works emergencies, including those which occur outside of normal business hours. Participates in project and maintenance work, including snow plowing, as operational need demand. Operates related vehicles and equipment.
13. Receives and responds to questions, concerns and complaints from the community. Works with other departments and the City Manager to ensure the timely and satisfactory resolution of issues.
14. Performs the duties of subordinate staff as operational needs demand.
15. Performs other duties as assigned and any and all reasonable requests.

MINIMUM QUALIFICATIONS AND REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

The requirements listed below are representative of the minimum qualifications, knowledge, skills, and abilities required to successfully perform the essential functions of the position.

Requirements include the following:

- An Associate's Degree or the equivalent training in engineering, building/construction management or related field.
- State of Michigan Water Licenses at the level appropriate for the City's water system (currently S-3 and D-3).
- State of Michigan Class C Sewer license.
- A valid State of Michigan Commercial Driver's License (CDL) with the designations appropriate for the City's fleet, a satisfactory driving record, and the ability to maintain one throughout employment.
- Five or more years in infrastructure construction and maintenance or a related field. Previous supervisory and administrative experience is strongly preferred.
- Ability to complete ongoing training required to maintain all state licenses.
- Knowledge of the best practices and procedures associated with municipal construction projects and maintenance activities, including project planning and safety considerations.

- Knowledge of the materials, equipment and safety procedures associated with municipal public works activities.
- Skill in planning, directing and supervising the work of others.
- Skill in handling customer relations issues with tact and diplomacy.
- Skill in operating water and sewer systems and all public works equipment.
- Ability to prepare budgets, collect data, prepare accurate reports and present information to groups in a public setting.
- Ability to utilize computers to manage data, including ability to learn REGIS system, prepare correspondence and complete general administrative duties.
- Ability to work constructively and interact professionally with subordinate employees, elected officials, the general public, contractors, and representatives of other public agencies.
- Ability to respond to public works emergencies outside of normal business hours.

Physical Requirements and Work Environment:

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

An employee in this position spends a significant amount of their time in an office setting with a controlled climate where they sit and work on a computer for extended periods of time, communicate by telephone or in person, and move around the office to complete administrative duties. An employee in this position is also regularly required to work in the field at various public works project sites, well sites and the sewer plant. This may include sites with treacherous terrain, requiring the employee to traverse uneven ground, climb up or crawl down to access the site, and may involve fumes, dust, chemicals or other hazardous materials, loud machinery and equipment and other dangers associated with construction sites or plant settings.

An employee in this position must have the strength, stamina and physical coordination needed to gain access to the sites described above, and must have the vision capabilities and manual dexterity needed to operate heavy equipment. The employee is required to do all of this in every type of weather condition, including extremely adverse weather conditions, extreme heat and severe cold weather.