



CITY OF NEW BRIGHTON, MINNESOTA
Position Job Description

- Position Title:** *Public Works Superintendent*
- Department / Location:** *Public Works / Maintenance Facility*
- Immediate Supervisor:** *Director of Community Assets and Development*
- Grade Level:** *12*
- Position & FLSA Status:** *Full Time Exempt*
- Date of Latest Revision:** *November 2018*

Position Summary:

To plan, direct, manage and regularly evaluate all operational and maintenance aspects of the Public Works Department. This position is responsible for ensuring that the surface infrastructure, water utility, sanitary, storm sewer, garage operations, and fleet maintenance are operable, usable and maintained according to the Public Works Department's annual work plan and long-term replacement/construction project schedules.

Essential Accountabilities and Expected Outcomes

- 1) Exercises a leadership style that promotes collaboration and coordination of scheduled and unscheduled maintenance activities related to the Public Works Department.
 - Recruitment, selection, orientation, development and evaluation of assigned staff to ensure that they are effective and successful.
 - Assist the Director of Community Assets and Development with the planning, implementing and monitoring of results that are being achieved by the Public Works Department
 - Active listening and feedback sessions (from staff and citizens) are used to strengthen the quality and quantity of results being achieved.
 - Supervises the day-to-day operations of the supervisors, maintenance workers, mechanics, treatment plant operators and office staff personnel.

- The necessary policies, procedures and guidelines are implemented to help staff perform their responsibilities in a confident and consistent manner.
 - There is a clear understanding of the interventions that will be made when the quality or quantity of infrastructure maintenance services are not acceptable.
- 2) Manages, directs and evaluates daily operations of the Public Works Department pertaining to functions that are consistent with best-practice professional standards, department policies, and the annual work plan.
- Staff delivers consistently high quality and timely services that are compliant with Minnesota State laws and established rules and regulations of the department.
 - Public Works related projects are monitored and corrective action is taken to ensure timely completions.
 - Supervises the daily operations of the Public Works Department.
 - Emergency response protocols are well established and help minimize service delays and safety hazards.
 - Oversee the supervision of Supervises snow and ice removal activities, water main breaks, and other Public Works related emergency events
 - Regular work assignments and schedules are prioritized and effectively managed to be as least disruptive as possible.
 - Time sheets are carefully verified and overtime is managed effectively.
 - Conduct annual employee performance evaluations for the Public Works Supervisors, mechanics, and office staff members.
 - Maintains daily communication with the Director of Community Assets and Development regarding work related activities.
- 3) Receives and follows up on citizen inquiries, concerns and complaints in a timely and thorough manner.
- Reliable information is provided to citizens and sensitive issues or disputes are resolved in a professional manner that considers the interests of property owners and the City.
 - Site visits and investigations result in reasonable decisions that clearly establish the City's or property owner's responsibility for an answer or solution.

- 4) Contributes to the development, communication, implementation and evaluation of the Public Works Department's annual work plan and longer term City wide strategic planning, compiling and submitting operational and project information on department functions.
 - Ensure that the Public Works Department's work plan and strategic plan are successfully implemented and produce observable, measurable, and sustainable goals and objectives. Including the successful implementation of long-term capital improvement projects.
 - Non-emergency services are provided according to the annual work plan.
 - Service fleet and equipment inspections are completed and documented as expected.
- 5) Participates in preparing and administering the department's operating and capital expense budgets.
 - Budget recommendations are timely, thorough, and well documented.
 - Guidelines and recommendations on the life cycle of vehicles and equipment for serviceable operation include an ongoing analysis on costs of current usage and replacement within the recommended life cycles of the fleet and equipment.
 - Oversees the scheduling and repairs of equipment as necessary.
- 6) Coordinates Public Works related purchases of supplies and materials within approved budget parameters.
 - Sufficient supplies and materials reduce down time and maintain the quality of maintenance work.
- 7) Coordinates additional equipment use needs with other departments and governmental agencies based on maintenance and project schedules.
 - Cross-department cooperation makes the best use of available equipment and personnel.
 - Develop and maintain working relationships with other governmental agencies.
- 8) Ensures the maintenance of various operational records documenting work of the Public Works Department.
 - Records are current, complete and readily accessible as needed.
 - Reports required by State or Federal regulatory agencies are filed completely and accurately by deadline.

9) Works closely with the Public Works staff members on scheduling, training/development needs and responses to emergencies.

Works with the Public Works staff members to promote and develop a safe and healthy work environment.

Back up is timely, effective and contributes to the coordinated work effort.

10) Performs other job related responsibilities as apparent or assigned.

Competencies Common to All Positions:

Developing and maintaining a thorough working knowledge of all Public Works policies and procedures and applicable City policies in order to help facilitate compliance with such policies and procedures by all personnel.

Demonstrating by example that service excellence and integrity are expected from all Public Works Department staff members.

Developing respectful and cooperative relationships with co-workers, including a willingness to assist newer staff so that job responsibilities can be performed with confidence and efficiency.

Conferring regularly with and keeping the Director of Community Assets and Development and other department heads informed of all important matters pertaining to those functions and job responsibilities for which accountable.

Representing the City in a professional manner to the general public and other outside contactors / constituencies in a manner that helps maintain and enhance New Brighton's reputation as a well managed City.

Understanding of the City Manager form of government and how this position functions within the structure of government.

City of New Brighton Core Values that are Common to All Positions:

Represent and model the following established City of New Brighton Values:

Respect for Residents, Businesses, and Visitors

Effective Communication with Residents of New Brighton

Promote a Healthy Business Climate

Understand Our Past as we invest in the Future

Recognize the Importance of Working with Neighboring Communities

Provide for the Safety and Security of the Community

Accountability and Integrity in Service Delivery

Typical Working Environment:

Work is a combination of outside, site-based direction of maintenance activities and inside planning, record keeping and administrative responsibilities. After hours responses by telephone or on-site are required. Attendance at after hours and evening meetings may be required.

Typical Physical Requirements for This Position:

Must be able to perform the work of a PW Maintenance Worker if required.

Selection Criteria to Qualify for This Position:

Minimum Requirements:

- Bachelor's degree in a related field.
- Currently have or be able to obtain a Minnesota Commercial Class B driver's license within 6 months of hire.
- Minimum of six (6) years of experience in municipal engineering/public works department.
- Any equivalent combination of education and job related experience.

Desirable Qualifications:

- Possess a Public Works Certificate
- Supervisory experience in municipal operations related to public works and/or engineering.
- Possess a Minnesota Class A or Class B Water/Sewer License.

Employee Initials and Date: _____

Supervisor and / or Department Head Initials and Date: _____

Assistant City Manager Initials and Date: _____