

**CITY OF BELLE PLAINE  
POSITION DESCRIPTION**

**POSITION TITLE:** Public Works Superintendent

**DEPARTMENT:** Public Works

**SUPERVISORS:** City Administrator

**OVERVIEW OF POSITION:** Under minimal supervision, performs responsible supervisory, administrative, and skilled maintenance work involving the operations of the Public Works Department including street, water, storm water, and wastewater treatment and collection system, and parks maintenance operations, and performs related duties as required.

**ESSENTIAL JOB FUNCTIONS:** (The listed examples may not include all the duties performed by this position).

- Plans, organizes, directs, and coordinates the operation of the Public Works Department, and the water and wastewater facilities.
- Supervises the Public Works Department staff, including interviewing with the City Administrator, jointly recommending hiring, assigning, and prioritizing work, evaluating work, training, recommending reward and discipline, approving time-off, recommending dismissal, etc.
- Oversees the installation, reading, and repair of all water meters.
- Oversees the maintenance and operation of the community swimming pool, including oversight of the Pool Manager and lifeguards
- Works with City engineer to determine feasibility and costs of public works projects and recommends action to the City Administrator and elected officials.
- Represents the City with state and county officials such as the Pollution Control Agency, OSHA, Health Department, DOT, DNR, and County Highway Department.
- Oversees and inspects field operations to determine work progress, changing priorities, problems, hazards, and material and equipment needs.
- Develops long-term operation plans for the Public Works Department; assigns and adjusts priorities to meeting shifting long-term plans and emergencies, reallocates resources among division.
- Responds to concerns, issues, and complaints from the public, elected officials, and regulatory agencies, resolves as appropriate.
- Works with the City Administrator and Finance Director in developing and administering the annual public works and water and sewer operations budget including preparing estimates of cost for materials, staff, capital purchases, and contracted work, and recommends annual fees.
- Recommends major capital expenditure proposals and assists in updating the Capital Improvement Plan.
- Prepares bid specifications as necessary.
- Approves department purchases jointly with the City Administrator; refers unbudgeted and costly items to the Council for approval.
- Oversees the operation and maintenance of the City water and wastewater treatment functions.
- Determines appropriate inventory levels and oversees the use of materials and supplies.
- Monitors operations to ensure compliance with applicable laws, regulations, rules, policies, and ordinances.
- Develops and oversees policies, procedures, and practices to ensure safety and efficiency in the department.
- Maintains necessary records, prepares necessary reports, and provides information to City Hall for record and billing purposes.

- Recommends the reconstruction, maintenance and repair of streets, sidewalks, trails, water and sewer lines, and all other infrastructure.
- Oversees maintenance of City parks including seasonal employees.
- Oversees maintenance of City facilities including the Belle Plaine Library, Hooper-Hillstrom-Bowler House, and Episcopalian Church.
- Serves as staff to the Public Works Committee.
- Serve as the City Forester.
- Assists other departments as needed.
- Performs other duties as assigned.

**REQUIRED INTERPERSONAL SKILLS:**

Ability to communicate clearly and effectively, ability to understand and carry out directions, ability to accept responsibility, ability to deal with a wide range of individuals, ability to accept delegated work and supervision, ability to maintain confidentiality as needed, tact, ability to work with the public.

**ESSENTIAL PHYSICAL REQUIREMENTS:**

- Ability to perform heavy manual labor;
- Ability to work under varying weather conditions;
- Ability to sit, stand, bend, crouch, squat, kneel, stoop, and walk for extended periods of time;
- Ability to lift and carry fifty (50) pounds;
- Ability to speak, read, write, and understand English;
- Hearing normal or corrected to normal;
- Eyesight 30/40 or corrected to 30/40;
- Ability to work in conditions presenting exposure to hazardous materials, adverse weather conditions, confined spaces, and noisy or unstable working environments, above and below ground level.

**MINIMUM QUALIFICATIONS:**

- Two years of college or vocational technical training in engineering, water and wastewater systems, construction, maintenance, or repair, and three years of progressively responsible public works maintenance experience or five years of work experience. A Bachelor's degree in engineering or related field may substitute for equal amount of required experience.
- Valid Minnesota Class "B" (CDL) driver's license allowing operation of all City vehicles and equipment.
- Demonstrated ability in general mechanics.
- Class B sewage disposal operators license (or must obtain within six months).
- Class C water systems operator license (or must obtain within six months).
- Certified pool operator license (or must obtain within six months).

**DESIRED QUALIFICATIONS:**

- Knowledge of principles, practices, equipment, and chemicals used in water treatment and distribution operations, and wastewater treatment operations.
- Possession of applicable licenses to facilitate the performance of key employment elements.
- Knowledge of OSHA regulations, requirements and safety principles pertaining to position.
- Supervisory or managerial skills.