

CITY OF MARINE CITY  
JOB DESCRIPTION

SUPERINTENDENT OF PUBLIC WORKS

**Position Summary:** Oversees a full range of construction, maintenance and repair activities associated with municipal infrastructure, including wastewater treatment plant and water plant personnel, activities and operations. leads assigned personnel and oversees areas of responsibility related, but not limited to, the daily operations and long-range projects related to the Department of Public Works, streets, storm water management, parks maintenance, equipment, fleet, facilities, grounds, rights-of-way, trees in public parks, and infrastructure

**Supervised By:** City Manager

**Supervises:** All Public Works, Wastewater Treatment Plant and Water Plant 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, directs and supervises a full range of construction, maintenance and repair activities associated with municipal infrastructure, including major and local streets, bridges, sidewalks, curbs, gutters, cemetery, parks, grounds and recreational sites, water distribution and wastewater/storm water collection systems, fire hydrants, motor/equipment pool and related functional areas.
2. Supervises Wastewater Treatment Plant and Water Plant personnel, operations and activities. Ensures the plants are properly maintained and operated according to MDEQ and other governing standards and that all related paperwork, licensing and reporting are properly completed.
3. Hires, trains, evaluates and supervises Public Works staff in a manner that promotes positive employee relations, maximizes productivity and enhances customer service for the community. Addresses employee grievances according to established procedures and labor contract guidelines.
4. Prepares staff schedules and work assignments. Prioritizes projects, allocates resources and supervises work progress and quality. Approves scheduled and unscheduled time off, reviews and approves time sheets.

5. Ensures an adequate inventory of parts and supplies to provide efficient operations. Prepares equipment replacement schedules and preventative maintenance schedules for vehicles and equipment.
6. Develops and enforces safety rules and procedures in accordance with OSHA/MIOSHA and MDEQ regulations. Identifies training needs, trains staff on various policies and procedures, secures outside training opportunities and maintains related training files.
7. Serves as Cemetery Sexton. Oversees maintenance of cemetery grounds and facilities, assists the public with site selection and coordinates activities associated with burials. Coordinates sales with other City departments to ensure proper documentation and records are established and maintained.
8. Prepares departmental projections, estimates and requests for the annual budget, including fee schedule recommendations. Purchases departmental supplies, equipment and materials and ensures the proper expenditure of approved funds.
9. Tracks projects and activities, collects data, prepares correspondence, progress and other general reports and completes related administrative activities for the department.
10. Conducts visual inspections throughout the City for potential hazards and liabilities, addresses concerns or makes recommendations for the repair or correction of the deficiency.
11. Keeps abreast of policies, new administrative techniques, and current issues through continued education and professional growth by attending conferences, workshops, and seminars as budgeted and appropriate.
12. Works with the City Manager, to develop proactive community relation programs and strategies, and identifies and addresses community priorities and concerns.
13. Receives and responds to questions, concerns and complaints from the community.
14. Works with other departments and the City Manager to ensure the timely and satisfactory resolution of issues.
15. Assists in researching and preparing project specifications and overseeing contracted projects to ensure work is completed to the City's standards for quality and efficiency.

16. Oversees, authorizes, and maintains documents associated with the Act 51 program through the State of Michigan. Serves as the State Trunkline Maintenance Supervisor for the City.
17. Works along with the Public Works Office Manager to complete the MDEQ MS4 Permit and serves as the main Industrial Stormwater Certified Operator for the Public Works.
18. Maintains and ensures that the Cross Connection Program in the City is being properly updated, necessary paperwork is being completed, and that all procedures are followed as designated by the program and the State of Michigan.
19. Coordinates and consults with other City staff as appropriate, seeks input from specialists and experts as needed and ensures coordination, compliance and communication with other local units, State and Federal agencies in matters related to public works, wastewater treatment, and water plant activities.
20. Responds to public works emergencies, including those which occur outside of normal business hours. Participates in project and maintenance work as operational need demand, operating related vehicles and equipment.
21. Within the limits of delegated authority, participates in interviews to evaluate candidates for positions, schedules work assignments, conducts performance reviews, provides training and professional development, safety, and discipline and corrective action for department personnel according to established procedures.
22. Assures compliance with all ordinance and statutory regulations.
23. Performs other duties as assigned. This list may not be inclusive of the total scope of the job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.
24. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

**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.

- A High School Diploma or the equivalent and additional training in building/construction trades or related field are required.
- A State of Michigan Water Distribution License at the level appropriate for the City's water system (currently S-2) is required.
- 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, are required.
- Five or more years in infrastructure construction and maintenance or related field are required. Supervisory and administrative experience is strongly preferred.
- Knowledge of the best management practices and procedures associated with municipal construction projects and maintenance activities and wastewater treatment plant and water plant operations, including project planning and safety consideration.
- Knowledge of the materials, equipment and safety procedures associated with municipal public works activities.
- Knowledge of State and Federal requirements, regulations, and procedures governing municipal wastewater treatment and water plant systems.
- Skill in planning, directing and supervising the work of others.
- Skill in handling difficult customer relations issues with tact and diplomacy.
- Ability to establish and utilize computerized record keeping systems.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with other employees, professional contacts and media, elected officials, and the public.

- Ability to respond to public works emergencies and attend meetings outside of normal business hours.

### **WORKING CONDITIONS AND PHYSICAL DEMANDS**

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job.

An employee in this position spends a significant amount of their time working in the field, at various public works project sites. 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. The employee also spends time in an office setting to complete administrative duties.

An employee in this position must have the strength, stamina and physical coordination needed to gain access to the public works project sites described above, and must have the vision capabilities and manual dexterity necessary to operate equipment and participate in project work and maintenance activities as operational needs demand. The employee is required to do all of this in every type of weather condition, including extremely adverse weather conditions, extreme heat or severe cold weather.