

**THE CITY OF GLADWIN
EMPLOYMENT OPPORTUNITY**

The City of Gladwin is seeking a Superintendent to oversee the Department of Public Works. This position provides oversight of water and wastewater treatment plants, buildings and grounds, streets, and other public services / utilities activities for all areas within the City of Gladwin. Performs senior-level and experienced work in managing staff, capital improvement projects, which includes overseeing various development and construction phases for the Department of Public Works, Water & Wastewater Plants. Coordinates and works with engineering and planning consultants, outside contractors, and county / state agencies. Other responsibilities include direct day-to-day activities involving street maintenance, right of way maintenance, storm water maintenance, traffic striping and signs, and street cleaning. Read, analyze, interpret, and work from plans, specifications, schematic drawings, and/or construction drawings and blueprints. Supervise, monitor, evaluate, and train subordinate staff. Develop and implement short- and long-term plans, policies, and procedures for the public works department. Manage and supervise department staff, training, and evaluating employee performance. Lead the preparation and management of department budgets, including obtaining and allocating resources. This is a full time exempt/salary, non-union position. The City of Gladwin is an Equal Opportunity Employer.

SALARY RANGE: Based on Qualifications

CLOSING DATE: Open until Filled

TO APPLY: Send cover letter and resume to 1000 W. Cedar Ave. Gladwin, MI 48624. Attn: Marietta Andrist, Gladwin City Clerk

PUBLIC WORKS SUPERINTENDENT

JOB DESCRIPTION

POSITION SUMMARY:

To plan and supervise the activities and personnel of the Public Works Department, which includes water production and distribution, sewer collection system, streets, parks, motor vehicle pool, implementation of capital improvements and general maintenance of public buildings. Perform complex supervisory, administrative duties which include budget

preparation and department purchasing and professional work in planning, organizing, directing, and supervising the department. All duties as requested by the City Administrator. This is a contracted position with the City.

SUPERVISION RECEIVED:

Work performed under the supervision of the City Administrator

ESSENTIAL JOB FUNCTIONS:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Supervise Department Staff.
2. Determine work procedures, prepare work schedules, expedite workflow, and prioritize work within the time needed to perform the duties of the position.
3. Issue oral and written instructions.
4. Assign duties and examine work for exactness, neatness, efficiency, and conformance to department policies and procedures.
5. Study and standardize department policies and procedures to improve efficiency and effectiveness of operations.
6. Prepare reports as needed and requested.
7. Prepare department budget request, administer adopted budget in assigned areas of responsibility.
8. Direct the recruitment and hiring of department personnel and oversee the quality of work of seasonal employees.
9. Supervise Commercial Driver License Drug and Alcohol testing program.
10. Plan, organize, coordinate, supervise, and evaluate department programs, plans, services, staffing, equipment, and infrastructure of the department.
11. Evaluate department needs and formulate short and long-range plans to meet the needs in all areas of responsibility, including fleet maintenance, streets, water, sewer, traffic control, snow and ice removal, tree maintenance, building and grounds maintenance, city wide brush chipping and leaf pickup programs, community sidewalk inspection and repair/replacement program.
12. Review site plans projects for compliance with codes, regulations, and standards.
13. Perform on-site inspections for water, sewer, street, sidewalk and driveway installation.
14. Assist and participate in the implementation of Capital Improvement Program and other plans involving the municipal infrastructure.

15. Determine applicable codes, regulations, and requirements for assigned projects.
16. Oversee project management for the construction of municipal public projects. Oversee assigned projects to ensure contractor compliance with the time and budget parameters for the contracts.
17. Prepares specifications, bidding documents, necessary advertisements and notices and competency of contractors and vendors and the selection criteria for public projects and purchases.
18. Responsible for maintenance of infrastructure and other records
19. Respond to public and other inquiries relative to department policies and procedures. Evaluate issues and options regarding public works department and make recommendations.
20. Maintain regular contact with the public regarding the department activities and services.
21. Monitor inter-governmental actions affecting the department.
22. Train department employees in department policies, regulations, work operations and safety.
23. Operate all department equipment, assisting other department staff as needed.
24. Prepare reports to MDEQ Drinking Water Division to ensure compliance with State and Federal regulations.
25. Prepare systems annual Consumer Confidence Report.
26. Oversee the cross-connection control program and submit required reports to the MDEQ.
27. Plan and coordinate work required to efficiently construct, maintain, and repair water production and distribution systems including production wells, chemical treatment equipment, elevated storage facilities, valves, and water mains.
28. Review and approve purchase requests for the department. Ensure an adequate supply and quality of repair and replacement parts. Develop specifications and recommend the acquisition and replacement of equipment and facilities through the City budgeting and purchasing policies.
29. Maintain records and prepare correspondence and reports related to the operations of the department. Ensure compliance with applicable regulatory requirements within the scope of the department.
30. Represent the department at meetings and in communications with engineers, regulatory agencies, and consultants. Keep abreast of changes in water production and distribution technology and regulations through attendance at conferences and meetings, contacts with other professionals, reading literature and participation in professional organizations.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

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

1. Considerable knowledge of the methods, materials, and equipment used in public works or related construction, maintenance, and repair work.
2. Ability to maintain accurate records and reports. Mechanical aptitude. physical activity.
3. Ability to work effectively with the public and other employees.
4. Ability to type and use a personal computer.
5. Ability to operate motor vehicle equipment.
6. Ability to follow directions and instructions.
7. Ability to work on multiple projects and assignments.
8. Effective communication skills.

DESIRABLE EXPERIENCE AND TRAINING:

1. Graduation from an accredited high school, supplemented by training in public works, water treatment and water distribution, equipment maintenance and construction activities.
2. Thorough knowledge of the principles, practices, and procedures governing the operations of a public works department.
3. Thorough knowledge of applicable City policies, laws, and regulations affecting department activities.
4. Water system experience requirements should include five (5) years of water production and distribution system operations, repair and maintenance, including supervisory experience.
5. Thorough knowledge of chemical and physical processes involved in the preparation of drinking water.
6. Considerable knowledge of the public health and safety requirements and regulations regarding the operation of a municipal water system.
7. Skill in the use of office equipment and technology, including computers and related software, and the ability to master new technologies.
8. Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the public. Ability to conduct necessary research and compile comprehensive reports.
9. Ability to prioritize work and to work effectively under stress, in emergencies and during non-standard business hours.

10. Ability to oversee and supervise wastewater treatment plant employees and operations.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics 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 essential functions.

Work is performed in an office, garage, and field settings. Outdoor work is required in the inspection of various land development, construction site, or public work facilities and the general work of the department. Hand and eye coordination is necessary to operate computers, various office equipment and to operate construction equipment as necessary.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, and smell. The employee must occasionally lift and/or move 25 pounds or more.

Specific vision abilities by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.