

CITY OF TURTLE LAKE
JOB DESCRIPTION

Job Title: Public Works Superintendent Reports To: City Commission & Auditor

Scope of Work

The individual in this job performs a wide variety of public services that include direct support to the City Commission and the Auditor. The individual takes direction and gets daily tasks directly from the City Commission & Auditor. This Job Description is not a contract and is subject to change. This employee is responsible for the daily operation of the Public Works Department.

The following are essential functions and general responsibilities including but not limited to:

A. Year Round

- a. Maintenance of water, wastewater systems, streets, landfill and water testing.
- b. Operation and maintenance of meter reading, waterlines, meters, hydrants, valves.
- c. Operation and maintenance of lagoon, manholes and sewer lines.
- d. Maintenance of city shop, yards, city owned buildings and lots, and all city owned equipment.
- e. Meter repairs and change outs.
- f. Equipment repairs.
- g. Waterline breaks/repairs
- h. Monitor Lagoons.
- i. Monitors Street Lights and Traffic Signs.
- j. Become familiar with monthly report, quarterly/yearly.
- k. Locates underground utilities (N.D. One Call).
- l. Maintains vehicles and equipment
- m. Attend safety training as assigned.

B. Spring

- a. Snow removal as needed/clean-up and take down of snow equipment.
- b. Check Manholes
- c. Sewer and hydrant flushes.
- d. Transfer lagoons.
- e. Surface gravel roads and alleys.
- f. Monitor lagoons for discharge.
- g. Mow road ditches and city owned lots.
- h. Yard Waste Site Operational, Open Fish Station
- i. Jet Sewers
- j. Sweep citywide.
- k. Hang city banners and flags.
- l. Clean city building eave troughs

- m. Spray city owned property for weeds.
- n. Prepare Equipment for operations.
- o. Painting curbs within the city.

C. Summer

- a. Mow city lots, lagoon roads, road ditches, landfill.
- b. Tree trimming within the city.
- c. Maintain gravel roads.
- d. Crack sealing and patch repair of the city streets.
- e. Oil changes as needed.
- f. Jet Sewers
- g. Spray city owned property for weeds.
- h. Sweep citywide.

D. Fall

- a. Sewer and hydrant flushes.
- b. Jet Sewers
- c. Maintain gravel roads
- d. Spray city owned property for weeds.
- e. Mow city lots, lagoons, road ditch.
- f. Sweep city wide.
- g. Ready snow equipment.
- h. Winterize Fish Station and Equipment
- i. Put up Christmas décor.
- j. Clean drainage ways
- k. Clean city building eave troughs
- l. Snow removal.

E. Winter

- a. Snow removal.
- b. Annual service work on all summer equipment.
- c. Take down Christmas décor.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to attain Grade 01 Water Distribution, Grade 01 Wastewater Treatment, Grade 01 Wastewater Collection, Ground Core, Ornamental Turf and Public Health Certifications. May be required to work overtime and holidays.

This position is subject to random drug testing

EDUCATION and/or EXPERIENCE:

- 1. High School graduate

2. Equipment operation
3. Basic mechanical, electrical and computer knowledge.

LANGUAGE SKILLS:

1. Ability to read and comprehend instructions, short correspondence and memos.
2. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write reports and correspondence.

REASONING ABILITY:

1. Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving request for service.
2. The ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Also, must have the ability to apply basic concepts of algebra and geometry.

CERTIFICATES, LICENSES, REGISTRATIONS:

1. Current State driver's license

OTHER SKILLS and ABILITIES:

1. Knowledge of equipment operation and maintenance.
2. Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to handle or feel objects, tools or controls; talk and hear. The employee is frequently required to stand, walk and crouch.
2. The employee must occasionally lift and/or move up to 60 pounds
3. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

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

1. The work environment is typically moderate to severe.
2. While performing the duties of this job, the employee works near moving mechanical parts.

3. The noise level in the work environment is moderate.
4. The employee frequently works outdoors in moderate to severe weather conditions.
5. The employee occasionally works in high precarious places and may be exposed to fumes or airborne particles and toxic or caustic chemicals.

SUPERVISORY CONTROLS:

Performance is evaluated through observation, review of assigned work or projects, feedback from City Auditor and City Commission.

WORKING RELATIONSHIPS:

Relationship with co-workers shall be guided by the following tenets:

The incumbent is cooperative and, when appropriate, assists others.

Works to promote teamwork within the City of Turtle Lake

Shares information with peers, resolves conflict through use of tact and diplomacy.

Exhibits a positive image and outlook when interacting with co-workers and/or the public.

The statements herein are intended to describe the general nature and level of work being performed by the person assigned to this position. The statements are not to be construed as an exhaustive list of all responsibilities, duties, and skill of personnel as classified.