



**CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION**

Agenda Item Number: 4
Meeting Date: May 29, 2013
Attachments: X Yes No

CITY COUNCIL ACTION

Date:

- Approved Denied
 Amended Tabled
 Other

Originating Department: Administration

Agenda Item: Public Works Superintendent

Recommended Action: Authorize advertisement and hiring for a Public Works Superintendent due to anticipated vacancy through retirement in July of 2013.

Background/Summary: The Public Works Superintendent has announced his retirement for July of 2013. This is a front line supervision position and is critical to operations in Public Works. The position needs to be filled in order to assure a continuation of current service levels. The recommendation of staff is to proceed now to advertise, interview and hire for the position. Although the City is considering different alignments for Public Works, in both scenarios the Superintendent position is necessary.

Alternatives: Do not fill the vacancy.

Financial Considerations: The position is a Range 9 with a salary of \$53,391 to \$69,423, plus benefits. The position has been included in the 2013 budget.

Preparer: C. Stevens

Signature:

Comments:

PUBLIC WORKS SUPERINTENDENT

Position Title: Public Works Superintendent
Department: Public Works
Department Head: Public Works Director
Immediate Supervisor: Public Works Director
Pay Range: 9 FLSA Status: Exempt

APPROVED:	<u>4-5-00</u>
REVISED:	_____
REVISED:	_____
REVISED:	_____

Purpose

Performs supervisory, executive and administrative work to manage the daily operation of the City's public works functions excluding engineering. This includes parks, streets, airport, signs, sanitary and storm sewers, trees (removal & trimming), City buildings, ice rinks, snow removal, ski trails, hydrant repair, aeration, park shelter reservations, band shell, bike paths/trails, field maintenance and other community events. Assigns tasks to public works workers, ensures street and parks are safe for public use, performs planning and budgeting activities,

Organizational Relationships

Reports to: Public Works Director

Communicates with: *Internally* - All other City departments and directors, MUC staff, Mayor and Council members, *Externally* - Willmar Downtown Council, baseball boosters, numerous contractors, sales representatives, vendors and suppliers, and residents.

Supervises: All division personnel.

ESSENTIAL FUNCTIONS

Plan work projects, prepare work schedules and outline work assignments.

Supervise park maintenance such as installation of playground equipment, laying out of ball diamonds or fields, maintenance of tennis courts, repair of park buildings and other park maintenance activities.

Supervise street repair, snow removal, sanding, salting, signing and marking, tree planting, tree removal, tree trimming, stump removal and tree work on other public property.

Supervise storm and sanitary sewer cleaning, maintenance and repair; and oversees the maintenance and repair of hydrants.

Keep necessary records of time/materials/accomplishments; orders necessary supplies/materials.

Inspect projects to determine conformance with plans and specifications.

Answer residents' complaints pertaining to parks, streets, alleys, sidewalk, curb and gutter or other public works maintenance problems.

Give technical advice and assistance to employees on difficult or unusual work.

Make inspections to ensure proper precautions and safe policies are followed.

Oversee department's equipment maintenance activities and authorize repairs when necessary.

Review and sign time sheets, and maintain records of overtime/compensation time.

Evaluate budget on yearly basis and make recommendations on materials/supplies, capital items, and projects needed; monitor budget throughout year and reviews, code and sign invoices; and oversee equipment replacement.

PUBLIC WORKS SUPERINTENDENT

Other Duties and Responsibilities

Performs other related duties as assigned by supervisor or as apparent

Required Knowledge, Skills, and Abilities

Knowledge of park equipment, inspection, landscaping, playground layout, play equipment, safety surface, ball field maintenance and tennis court maintenance.

Knowledge of building maintenance, plowing, street patching, sign work and installation, aeration systems, sewers, airport runways, school crossings, parking lot stripping and trees (planting, removal, and trimming).

Knowledge of OSHA rules and regulations and practices and procedures relating to handling hazardous waste and confined space entry.

Knowledge of MPCA compost and brush disposal, fuel tanks, weed spraying, sign installation, aeration laws, tree inspection, child labor laws, ADA, recycling oil, filters, thinner, floor dry and park inspections.

Knowledge of relevant City ordinances.

Ability to supervise people, billings, bids, quotes, office management, budgets and time sheets.

Ability to deal with the public, conflicts between employees and assign tasks.

Ability to deal with ball field lighting, maps, record keeping and storm sewers.

Ability to layout parks, bike paths and ball fields.

Skill in operating a variety of technical engineering equipment including hand tools, saws, drills, wrenches and gas detectors.

Skill in operating trucks, dump trucks, plows, sanders wings, loaders, aerial lift and fork lift, motor graders, rodder, sewer jetter, mowers and sweepers.

Skill in operating track setters, tractors, disc drag tiller, post hole digger, paint sprayers and sod cutters.

Skill in operating skid loader, bucket, backhoe, grader, jackhammer and forks.

Skill in operating band shell, air conveyance, snowmobile and bucket trucks.

Skill in operating root grinder, roller, patch machine, chipper, snow blowers and sand pro.

Machines, tools and equipment used: telephone and fax, copier and computer.

MINIMUM QUALIFICATIONS

High school degree or equivalent **and** five years of supervisory experience including two years in a public works functional area. Certified Pool Operator license. Class B collection license. Spraying license.

Working Conditions

Time spent performing administrative tasks and occasionally participating in field work. When performing administrative tasks, work is performed in public works building and city hall.

Regularly sits and stands/walks. Occasionally operates public works equipment and machinery.

Travels frequently within City from work site to work site with regular exposure to all types of weather conditions and some exposure to irritants/fumes, vibrations and noise.