



JOB DESCRIPTION

JOB TITLE: Superintendent – Minden Public Works

JOB CODE: 3260

DEPARTMENT: Town of Minden

FLSA STATUS: Exempt

REPORTS TO: Town Board

SUMMARY OF JOB PURPOSE

Oversees and manages all aspects of the Town of Minden Public Works functions, including operation of the water system, commercial and residential trash collection, street and storm drain system maintenance, park and streetscape maintenance, fleet management, and other special projects.

ESSENTIAL FUNCTIONS

1. Supervises assigned staff; prioritizes and reviews work to assure work quality and the timely accomplishment of assigned duties and responsibilities; prepares performance evaluations, discusses performance with assigned staff, and counsels employees concerning performance improvements;
2. Instructs and provides for the training of employees in work methods, use of tools and equipment, hazardous materials handling, respirators, and related safety equipment/issues; ensures appropriate safety devices and equipment are being utilized; maintains work records, schedules, logs, maps, inspection reports, time sheets, and other personnel records.
3. Effectively manages department personnel by evaluating and analyzing department issues; listens and responds to employee problems, concerns, and complaints; recommends and implements solutions that may rectify the situation; counsels, coaches, and instructs employees; participates in the interview process and training of new employees.
4. Plans and directs all public works maintenance, repair and upkeep, including water system, trash collection, streets and signage, and parks and storm drains; supervises and participates in the construction and maintenance of water system facilities, including wells, pumps, distribution mains, services, hydrants, valves and meters; supervises and assists with the installation of commercial water meters; works with the Town Board and coordinates development of long term maintenance plans to public works projects, including budget development, work plans and scheduling, and inspection of work.
5. Conducts inspections of work on water system, street construction, pavement cuts and other public works projects; coordinates and inspects any work projects involving contractors; identifies and diagnoses problem areas in the water system, buildings, etc.; makes or supervises repairs or engages private contractors to carry out repairs; inspects completed work for conformance to blueprints, specifications, and standards.
6. Directs, and participates in, the maintenance work on town facilities; maintains town vehicles, performs minor repairs, and coordinates major repairs with outside mechanics; performs general maintenance tasks, such as carpentry, electrical, plumbing, automotive mechanics, street repairs, concrete work, landscaping and welding on a routine or emergency basis; fills in for other employees as needed.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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7. Prepares, develops, and monitors the annual operating budget; reviews and approves periodic payments towards planning and construction of capital projects; recommends equipment purchases, writes and reviews specifications for purchase of equipment and supplies, and reviews all purchase invoices for materials and supplies.
8. Acts as liaison for public works projects and activities with the public, citizen committees, county staff, engineers, contractors, and the Town Board; attends all Town Board meetings and makes presentations as necessary; generates correspondence with contractors, other governmental entities, and the public.

QUALIFICATIONS

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.

EDUCATION and/or EXPERIENCE

High School Diploma, or equivalent, and a minimum of five (5) years experience in increasingly responsible maintenance and repair work in a variety of public work areas, with emphasis on water system maintenance, and at least two (2) years of supervisory experience in a public works or maintenance environment.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, employees, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of water systems; vehicles and their maintenance and repair; mechanical equipment of all types and hand tools; diesel engines; proper methods used in repairing public works such as water, streets, buildings, parks, etc.

Ability to operate a compactor sanitation truck, as well as other heavy equipment such as a backhoe, loader, etc. Apply appropriate maintenance techniques to problems and take corrective action; skill in driving large trucks; and skill using a variety of maintenance and repair tools.

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CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Nevada Commercial Drivers License, Class CDL-A, with an acceptable driving record, and a Class II Water Distribution License; Class III Water Distribution License preferred.

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.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry upwards of 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions; is frequently exposed to wet and/or humid conditions and fumes or airborne particles; is occasionally exposed to high, precarious places, toxic or caustic chemicals, and vibration. The noise level in the work environment is usually very loud.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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