

MUNICIPAL SERVICES SUPERINTENDENT POSITION DESCRIPTION

Statement of Duties:

Municipal Services Superintendent oversees operations of the Public Works and Water & Light Departments. This includes general management, leadership and in depth knowledge of the operations within the Public Works and Water & Light Departments.

Distinguishing Features of the Position:

This position requires flexibility in skill sets, job assignment and applied time. This position is appointed by and reports to the City Administrator/Finance Director and has an oversight board, Municipal Services Committee. This position is exempt and non-represented.

Examples of work (illustrative only):

Leadership:

- Lead with integrity and honesty at all times.
- Follows city rules and policies at all times.
- Work collaboratively with other city departments and with the department personnel to achieve productivity targets.
- Be an active participant in all Department Head and Municipal Services Committee meetings and attend Common Council and other city meetings as required.

Compliance:

- Assigns or directly maintains certification or accreditation status within Public Works.
- Keep Public Works in regulatory compliance at all times.

Manage Employees:

- Ensure that a safe work environment is maintained at all times by monitoring equipment, workplace and behavior.
- Oversee the forepersons preparation and monitoring of the day-to-day work schedules and record keeping for Municipal Services Department operations and maintenance.
- See that all employees have and properly use safety equipment and training.
- Prepare and monitor an annual plan to maximize productivity of employees.
- Conduct annual performance reviews of forepersons and see that forepersons conduct reviews of employees. Facilitate formal and informal proficiency, safety and career development training opportunities for workforce as appropriate.
- Manage employee conduct, both internally and externally, including coaching and discipline.

Manage Projects and Operations:

- Liaison between Municipal Services Department and other utilities, including phone, cable and gas.
- Include projects in 5-year capital budget.
- Assist in bid processes, including technical reports, specifications, bid proposals and other activities related to purchasing or contracting.
- Schedule and coordinate projects with Forepersons, City Engineer and City Administrator/Finance Director.
- Work with the city engineers, contractors, developers and vendors to ensure expected quality standards and timeline are met.
- Oversee Forepersons maintain records on hours, materials and expenses for all work performed.
- Be available to address concerns of public regarding projects.
- Use our relationships with WPPI Energy and trade groups proactively to leverage information and realize economies of scale
- Continuously work to improve service quality, system reliability and process improvements.
- Demonstrate initiative and resourcefulness in analyzing and resolving problems related to department operations.
- Implement and carry out preventive and predictive maintenance activities to increase uptime (i.e. vehicles and equipment maintenance, sewer jetting, urban rebuild, tree-trimming program, valve monitoring program, water testing and clearing drainage for stormwater).
- Use technology wisely to maintain a strong market position for the department.
- Seek opportunities to increase own knowledge of industry best practices and forward-looking technologies.

Finance:

- Manage expenditures within budget throughout the year and reports regularly to Municipal Services Committee.
- Complete regular inventory reconciliation of all department assets.
- Ensure that fleet and equipment are regularly maintained and inspected for safety and compliance with all regulating bodies.
- Prepare annual department operating budget and five-year capital budget for timely review.
- Assist with revenue projections including rate cases.

Miscellaneous:

- Maintain and enhance positive relationships beyond the department.
- Foster a service oriented culture with customers.
- Maintain positive collaborative relationships with vendors and contractors to ensure maximum productivity.
- Investigates, resolves and/or reports customer complaints.
- Investigate and work with customers on stray voltage complaints.
- Interpret provisions of the Evansville Municipal Code to developers, contractors, and the general public

- Perform additional duties as may from time to time be directed by the City Administrator/Finance Director, City Council and/or Municipal Services Committee.

Required knowledge, skills, and abilities:

- Five years experience in either wastewater, water or electric utility, municipal utility preferred.
- Three years supervisory experience.
- Maintain commercial driver's license.
- General knowledge of wastewater, water and electric utility operations, including advanced metering initiative (AMI).
- General knowledge of preparing and administering budgets for government and enterprise funds
- Knowledge of proper and safe operations of equipment used at Municipal Services Department, including, but not limited to: vehicles, heavy machinery, mechanical equipment, fault-finding equipment, test equipment, tools, personal protection equipment, and computers.
- Knowledge of federal, state, and local laws and regulations regarding wastewater, water and electric utility operations.
- Knowledge of federal, state, and local laws and regulations regarding cemetery, stormwater, streets, and park maintenance and operations.
- Knowledge in physics, mathematics, and electronics.
- Knowledge of geographic information systems (GIS) mapping.
- Ability to understand and apply instructions, plans, prints, graphs and charts.
- Ability to establish and maintain satisfactory working relationships with staff and other city employees.
- Ability to communicate clearly and concisely in speech and writing.
- Ability to exercise good professional judgment.
- Completed training, continuing education and knowledge in CPR, AED operations and first-aid.

Work Environment:

Generally supervise all the work and employees within the Municipal Services Department. This may include occasionally working or monitoring work conducting in the same work environments described in other position descriptions.

These examples are but not limited to:

Working outside in the elements such as heat, cold, rain and sun. Potential for high levels of pollen, dust and other irritants typical with outdoor conditions and large maintenance garages. Potential to work at night running snow plows during blizzard like conditions. Standing, walking, working and driving around or within moving traffic. Working in a large maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals. Work in confined spaces including but not limited to well or

pump house, catch basins, excavation sites and the water tower. Working in an elevated or hoisted position on a pole, ladder or boom/bucket truck. Working with and around potentially dangerous electrical currents.

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 frequently required to use hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, and talk or hear. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description of the Municipal Services Superintendent does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Reviewed by Municipal Services Committee 1/27/2015

Approved by Finance & Labor Relations Committee 2/05/2015