

**CITY OF BARNESVILLE
POSITION DESCRIPTION**

Title: **Public Works Superintendent**
Department: Streets & Parks
Reports to: City Administrator

PRIMARY OBJECTIVE OF POSITION

Performs a variety of supervisory, administrative and professional work in planning, organizing, directing, and supervising the Streets and Parks Department.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Determines work procedures, prepares work schedules, expedites work flow and participates in work in the field as needed.

Maintains parks, streets, and public property; ensures usability thereof.

Operates, repairs, and maintains motor grader, street sweeper, payloader, plow trucks, and associated equipment.

Orders materials, supplies, and equipment as needed.

Plans, organizes, coordinates, supervises and evaluates programs, plans, services, staffing, equipment, and infrastructure; implements preventative maintenance programs and procedures.

Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Represents the Streets and Parks Department at various public functions, such as Park Board meetings.

Evaluates needs and formulates short and long range plans to meet needs in all areas of responsibility, including street and park maintenance.

Supervises and supports the recycling center, Willow Creek Golf Course, skating rink, pest control, Blue Eagle beach, and the Beach Manager.

Maintains certification as the city forester; prepares, implements, and maintains a tree program that complies with the requirements of the Tree City USA program and promotes tree planting.

Develops departmental budgets and operates within the constraints of adopted budgets.

OTHER RESPONSIBILITIES

Performs other duties and assumes additional responsibilities as directed by the City Administrator to ensure efficient departmental operations.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- (A) A high school diploma or equivalent.
- (B) Five (5) years experience in Public Works .
- (C) Two (2) years supervisory experience.
- (D) Any equivalent combination of education and relevant experience.

Necessary Knowledge, Skills and Abilities

- (A) Ability to work with engineers, architects, and other professionals as it relates to the scope of the job; thorough knowledge of applicable City policies, laws, and regulations affecting departmental activities.
- (B) Skill in operating required tools and equipment.
- (C) Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, city officials, and the general public; ability to guide, direct, and motivate employees; ability to organize and supervise the activities of employees.

SPECIAL REQUIREMENTS

- (A) Must possess, or be able to obtain, a valid commercial (class B) drivers license.
- (B) Must possess, or be able to obtain, a Minnesota Tree Inspector certification.

TOOLS AND EQUIPMENT USED

Requires frequent use of motor vehicles, phone, personal computer, calculator, lawn mowers, light and heavy equipment, grader, etc.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. 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 climb, use hands and fingers to handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is frequently required to walk. The employee must be able to work in varying weather conditions.

The employee must frequently lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quite loud when working on equipment.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral 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 job description 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.

Revised November 2020