

# CITY OF HUBBARD

## POSITION DESCRIPTION

**TITLE: Public Works Superintendent**

**DEPARTMENTS:** Water, Wastewater, Streets, Parks, Pool, Building, Facility Management, and Maintenance.

**JOB FUNCTIONS:** Responsible for maintaining City streets, property, equipment, water, sewer functions, and pool.

**JOB RESPONSIBILITIES:**

Streets:

1. Participate in all maintenance activities on City streets, sidewalks, and curbs such as grading, construction, repair, or reconstruction.
2. Inspect sidewalks to ensure code compliance; maintain City sidewalks as required.
3. Maintain all City signs, signals, paint crosswalks and parking markings.
4. Maintain, clean and repair storm sewers and catch basins as needed.
5. Spray weeds along roadways and City maintained sidewalks when needed.
6. Remove snow, ice and debris from streets and sidewalks as needed.
7. Maintain, hang, remove, and store (or arrange for such) pole banners and holiday street decorations.
8. Maintain street maps and GIS information.

Grounds:

1. Maintain grounds on all City property (empty trash, sweep floors, landscaping, etc.)
2. Maintain bathrooms on City parks property (clean, stock, disinfect, etc.)
3. Maintain the maintenance of shop buildings (cleaning, inspect, report issues, etc.).
4. Report needed maintenance on city property structures as needed.
5. Trim and/or remove (or arrange for such) trees on City property as needed.
6. Inspect Park playground equipment and repair or replace (or arrange for such) as needed.
7. Spray weeds (or arrange for such) when needed.
8. Trim, mow, and rake leaves.
9. Maintain (or arrange for such) all other city property structures as needed.
10. Maintain storm drain basins.

Equipment:

1. Operate all City equipment on appropriate applications as needed.
2. Perform (or arrange for such) general maintenance and repair work on all City equipment as needed. Maintain accurate equipment records.
3. Arrange for the rental of equipment as needed.
4. Obtain and maintain the appropriate Commercial Driver's License (CDL) Class B with Air Brakes.

Building Department:

1. Building department tasks as needed.

Water:

1. Obtain both Grade I Water Treatment and Grade I Water Distribution certifications.
2. Testing of water for chlorine, nitrite, and nitrate levels as required by permit; maintain records of chlorine, nitrites, nitrates, and ammonia including daily, weekly, and monthly testing results.
3. Perform necessary functions for the city water system on holidays and weekends.
4. Post required notices and shut off water to property as needed.
5. Install or replace water meters and remote reading equipment as needed.
6. Operate the remote water meter system to capture the monthly meter readings for the entire City and capture specific address readings as needed during the month.
7. Drain the water tower for inspection and/or painting as needed.
8. Flush fire hydrants on semi-annual basis and repair or replace as needed.
9. Complete back washing.
10. Flow test/pressure test fire hydrants on a semi-annual basis.
11. Locate, repair, and/or replacement of water mains and service lines as needed.
12. Maintain water maps and GIS system information.
13. Keep water plant in clean, organized condition.
14. Service and clean water utility vehicles as needed.

Wastewater:

1. Obtain a Wastewater Treatment I certification.
2. Operate and maintenance of the wastewater treatment plant and system.
3. Perform necessary functions for the city wastewater system on holidays and weekends.
4. Take and submit sewer samples for testing as required by permit.
5. Inspect lift stations as necessary, check flowchart and record usage.
6. Locate, repair, and/or replacement of sewer mains and manholes as needed.
7. Maintain sewer maps and GIS system information.
8. Spray weeds when needed.

Pool:

1. Obtain a Certified Pool Operator license if needed.
2. Clean, fill, and start up the pool in the spring.
3. Help maintain and test the water throughout the pool season.
4. Clean, drain and winterize the pool at the end of the season.
5. Help with chlorine, and backwashing the pool.
6. Help with performing any other tasks the pool manager may need help with.

Miscellaneous:

1. Keep an accurate timecard and submit it to the City Clerk for Mayor approval.
2. Notify City Clerk or Mayor directly if you find it necessary to leave work early.
3. Notify City Clerk or Mayor directly if you are unable to be present for work or unexpectedly detained. Upon your return, notify City Clerk or Mayor.
4. Respond to emergencies and situations that cannot wait for a response during regular business hours to ensure the operation of all City functions or preserve private property. This may involve answering your city cell phone during non-regularly scheduled work hours.
5. Dispose of dead animals and other disposable items as needed from city property.

6. Arrange for locates of underground utilities prior to excavating projects and locate utilities as requested by Iowa One Call.
7. Report to the Hardin County Sheriff on any vehicles parked illegally on city property.
8. Attend City Council meetings as needed to report activities, answer questions, and obtain approval for projects when required.
9. Order parts and supplies for operations, projects, and equipment as needed.
10. Give input to Mayor on planned projects and needs to be included in the annual task listing or for budget planning.
11. Be aware of all city policies as listed in the City of Hubbard's personnel employee handbook or as may be updated. This handbook will be updated as needed. All updates become effective once adopted by the Hubbard City Council.
12. All other duties as may be needed or assigned.

**CONTACTS:** The incumbent in this position makes frequent contact with the City Clerk to exchange and interpret information. Also makes frequent contact with Mayor to exchange and interpret information and persuade different points of view. Also makes frequent contact with the other public works employees to observe and direct work, exchange, and interpret information, and persuade different points of view. Contacts with residents are significant and regular and usually involve the exchange and conveyance of information. Contacts made with persons outside the city are infrequent and are usually with vendors and/or contractors and involve the exchange and interpretation of information regarding City projects or supplies/equipment purchases.

**EQUIPMENT USED:** Wheel loader, tractor loader, trucks, street sweeper, mowing equipment, sanders, snow plows, various hand and power tools, trailers, back-up generators, trac vacuum, UTV, trash pumps, chain saws, confined space equipment, climbing harness, shoring and other equipment needed to perform duties. Most power equipment requires specific operational and maintenance training; perform minor maintenance activities on most power equipment as needed.

**QUALIFICATIONS:**

- A. Education – High School Graduate or equivalent required.
- B. Must have valid Iowa Driver's License and able to obtain a Commercial (CDL) Class B with Air Brakes Endorsement.
- C. Certifications – The Hubbard City Council will approve to obtain Grade I Water Treatment, Grade I Water Distribution, and Wastewater Treatment I certifications within allowable time frames as set by the City of Hubbard City Council and the IDNR. Other licenses as needed or requested by the City Council. Employment with the city is required for two (2) years following certifications or the employee will reimburse the City for all education-related expenses incurred.
- D. Must participate in and be able to pass a drug and alcohol screening program as part of the CDL requirements.
- E. Experience – No experience required. Some experience in heavy equipment, equipment maintenance, fabrication, municipal operations, grounds maintenance or related areas preferred.
- F. Special Abilities - Must have good organizational skills; must be a self-starter and have good communication skills to interact with City Council and citizens and manage numerous maintenance related projects in the city; should have broad knowledge of City operations from maintenance perspective.

G. Physical Requirements – Must be able to lift objects weighing in excess of 90 pounds on an occasional basis and carry, push or pull them up to 10 feet unassisted, able to work in confined work areas and occasionally from heights; must be able to stand, sit, listen, watch, crouch, stoop, kneel, bend, climb and balance for extended periods of time in all weather conditions.

H. Mental Requirements – Must have the ability to prioritize, plan and schedule a variety of maintenance related activities in accordance with established deadlines; must be capable of performing under moderately to highly stressful conditions created by the need to provide accurate solutions to problems and meet citizen’s expectations under time deadlines.

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by City management. The level of involvement may vary based on need and individual capabilities.

**RESIDENCY REQUIREMENT:**

Must live within 5 miles of the City of Hubbard or relocate at your own expense within 6 months from date of hire.

**DISCLAIMER**

All duties and requirements in this job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and are representative of the functions that are necessary for successful job performance. They may not, however, reflect the only duties performed. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose, or intent of the position.

**PLEASE READ AND SIGN:**

By signing this document, I acknowledge that I have been provided a copy of this Public Works Superintendent job description, and that I have read and understand the job requirements as identified above:

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please email this signed copy and a current resume to [cityhub@netins.net](mailto:cityhub@netins.net)

Or mail to: City of Hubbard P.O. Box 265 Hubbard, IA 50122