

Public Works Superintendent

Hiring salary: \$59,000 to \$63,245 DOQ

The City of Norwalk, Iowa (2014 Census population 9,636, located in the Des Moines metropolitan area) is taking applications (preferably including cover letters and résumés) for a Public Works Superintendent until 4:00 p.m. on February 5th, 2016. **Electronic submissions (strongly preferred)** can be sent to: moliver@norwalk.iowa.gov.)

Position is responsible for monitoring, initiating, carrying out, and assigning work to crews; supervising, evaluating and disciplining employees; developing schedules for crews and projects; performing inspections of maintenance projects; resolving issues with the public, contractors, and developers; providing technical advice to Public Works Crews and Foreman; and, investigating and responding to concerns and complaints by the public and other agencies. This position will act as the Public Works Director in the Director's absence.

The full position description and organization chart is available at www.norwalk.iowa.gov. Application must be received not later than February 5th, 2016 at 4:00 p.m. (cdt). EEO employer.

Minimum Requirements:

High school diploma/GED and six years of increasingly responsible construction and equipment operation experience, including two years of lead experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties such as those listed above. Five years of active public works-related or municipal experience and Associate's degree preferred.

Experience in the operation of motorized field and/or construction equipment. Must have the ability to acquire and maintain a valid Iowa driver's license and Class B CDL with tanker and air brake endorsement. Shall be on call as needed and may be working irregular hours, shifts, weekends, holidays, and evenings.

Residency within 30 minute response time is required within 12 months after the date of hire and city residence desired.

Candidates for positions must pass a post-employment offer physical examination and drug screen.

The position reports to the Public Works Director. Applications must be submitted on a City of Norwalk job application form (it is preferable to include a cover letter and résumé) and can be obtained at City Hall, 705 North Avenue or from the City of Norwalk web site www.norwalk.iowa.gov

Public Works Superintendent

City of Norwalk, Iowa

Job Description/Acknowledgement Form

Please Read the following statements and circle your answer

Yes No I have been provided a copy of the job description, or the job functions/requirements have been explained to me.

Yes No I understand the job requirements

Yes No I can perform all of the functions of this job

Yes No I understand a post job offer drug test and physical exam are required

A negative response will not preclude your being considered for this particular job. If the answer to one of the above questions is "NO", please identify each and every function or task included with the job description which you are unable to perform, with or without reasonable accommodation.

Please sign and return this acknowledgement form with your completed City of Norwalk application. Thank you.

Applicant Name (Printed)

Applicant Signature

Date

Public Works Superintendent

City of Norwalk, Iowa

Adopted Date:

FLSA Status: Exempt

Job Status: Full Time

Department: Public Works

Reports to: Public Works Director

Pay Range: \$28.37 to \$30.41 per hr.

Residency: Within 30 minutes of Norwalk City Limits

Purpose of Position – Position is responsible for supervising Public Works maintenance, repair, utility maintenance, and construction projects. Duties include: monitoring, initiating, carrying out, and assigning work to crews; supervising, evaluating and disciplining employees; developing schedules for crews and projects; performing inspections of maintenance projects; resolving issues with the public, contractors, and developers; providing technical advice to Public Works Crews and Foreman; and, investigating and responding to concerns and complaints by the public and other agencies.

Essential Duties of Position - Important job duties and responsibilities may include, but are not limited to, the following:

1. Responsible for managing repair, construction, emergency operations, construction, and maintenance of the City's street, drainage, storm water, sidewalk, sanitary sewer, and water infrastructure.
2. Supervises day to day operations of crews to include: coordinating projects and staff; ensuring crews have the required materials and equipment; and ensuring required record logs are maintained.
3. Supervises employees including: disciplining up to termination; making hiring and termination recommendations; participating in performance reviews; approving schedules and time-off requests; and ensuring staff are properly trained.
4. Performs inspections of Public Works and contracted projects to ensure compliance with regulations and standards.
5. Resolves issues with the public, contractors, and developers by investigating and responding to concerns and complaints.
6. Makes recommendations on staffing levels, capital equipment purchases, and projects.
7. Supervises preventative maintenance programs.
8. Purchases materials and tracks expenses, maintains adequate inventories and evaluates new materials and products.
9. Performs other duties of a similar nature or level.
10. Will be available to respond in emergencies or unusual situations outside of the normally assigned work period.
11. Will serve as a working supervisor by participating in work activities as need to assist in the completion of projects.
12. Will act as Public Works Director in the Director's absence.

Knowledge & Abilities (Position requirements at entry):

1. Construction techniques and applications;
2. Employee and equipment productivity;
3. Maintenance programs;
4. Computer software;
5. City, State, and Federal laws;
6. Labor contract and Personnel Policies;
7. Equipment uses and practices.
8. Human resource management.

Skills (Position requirements at entry):

1. Coordinating and scheduling maintenance projects;
2. Supervising employees;
3. Developing and delegating tasks and projects;
4. Problem solving;
5. Inspecting maintenance projects;
6. Using computers and related software applications;
7. Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training & Experience (Position requirements at entry):

High school diploma/GED required and an Associate's Degree is Preferred. Six years of increasingly responsible municipal construction and equipment operation experience, including two years of lead experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties such as those listed above. Ten years of active public works related experience preferred.

Licensing Requirements (Position requirements at entry):

Valid Iowa driver's license and Class B CDL with tanker and air brake endorsement required. Qualified candidates may be given up to six (6) months to secure said licenses.

Minimum Physical Requirements:

Walking, standing, or sitting for an extended period of time, kneeling and crouching during assigned activities, pushing and pulling various materials, talking, hearing, seeing, fingering and repetitive motions. Operation of various construction equipment.

Work Environment – Effectively handle conditions which may involve:

Exposure to possibility of all weather elements (sun, heat, cold, rain, sleet, snow, ice, wind, etc.)

Exposure to trip-hazards, uneven surfaces, ladders, stairways, and structural failure.

Face potential exposure to poisonous weeds and dangerous animals and also infectious agents, such as Hepatitis B or H.I.V

Face potential exposure to noise levels over 90 decibels.

Face potential exposure to sharp or falling objects.

Face potential exposure to angry and difficult people while performing highly technical responsibilities and issuing complex decisions.
Perform work in confined spaces or cramped body positions (i.e. manholes, intakes, etc.) Face restricted visibility conditions.
Perform work in and around moving machinery and equipment.
Subjected to long hours, weekend and holiday duties.

Cognitive Demands, Skills and Abilities:

- Making observations
- Reading and writing
- Answering questions
- Operating assigned equipment
- Serving as a working supervisor whenever needed to support crews
- Communicating with others
- Making sound decisions and exercising good judgment
- Maintaining confidentiality
- Calculating general mathematical equations
- Interpreting and enforcing codes and procedures

The City of Norwalk is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the City will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the employer