

ASSISTANT CITY SUPERINTENDENT

City of Halstead

Public Works and Utilities Department

POSITION SUMMARY

Under the direction of the City Superintendent and the City Administrator, the Assistant City Superintendent is a non-exempt position under FLSA, which performs on site and in the field supervising of all subordinate personnel in the departments as well as helping to manage the gas, water, wastewater, parks, streets, and cemetery. This position is responsible for the completion of special projects. This employee has some amount of public contact regarding the furnishing of information concerning city ordinances and policies. This employee should possess excellent supervisory, organizational, public relation, teamwork and communication skills.

ESSENTIAL FUNCTIONS

- Plans and supervises projects as identified by the City Superintendent or City Administrator;
- Ensures completion of all requests from City Superintendent and City Administrator;
- Assesses jobs and tasks of subordinate personnel;
- Maintains operations of water, wastewater, storm water, and gas systems;
- Ensures the safe and proper operation of all departmental equipment;
- Responds to all calls and take on call duty as needed;
- Performs manual labor;
- Fills out all necessary reports for regulatory agencies;
- Prepares reports as needed for City Superintendent or City Administrator;
- Helps to set departmental goals with City Superintendent;
- Delegates jobs for subordinate personnel;
- Supervises work performed in the field;

MARGINAL FUNCTIONS

- Carries out administrative duties and ensures compliance with state and federal regulations;
- Assists with annual budget preparation;
- Performs public relations for the Public Works and Utilities Department;
- Assists other departments as needed;
- Performs other duties as assigned.

Classification QuickView

<u>FLSA:</u>	NON-EXEMPT
<u>ADA:</u>	APPLICABLE
<u>FMLA:</u>	ELIGIBLE
<u>OSHA:</u>	BLOODBORNE PATHOGENS
<u>WORKING CONDITIONS:</u>	HAZARDOUS CHEMICALS
	CONFINED SPACES
	ADVERSE WEATHER
	ELEVATED AREAS
	EXCESSIVE NOISE

ASSITANT CITY SUPERINTENDENT

POSITION REQUIREMENTS

Experience: Four to six years of experience in a related field is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after one year of employment.

Education: A high school diploma or GED is required, and a technical degree or some college credit in related disciplines is preferred. This employee must have a valid Kansas driver's license and from the State of Kansas a Class II Wastewater Certification or a Class II Water Certification or the ability to obtain within 2 years.

Technical Skills: A thorough knowledge of utility management, operation of heavy and specialty equipment, prior experience with street repair, federal and state laws and regulations, local government regulations, and a working knowledge of mathematics and computers is required. The ability to prepare reports, memos, and other documents, to interpret data, to understand and anticipate problems, and to read and interpret ordinances, agendas, financial statements, and other written instructions is required. This employee should possess excellent supervisory, administrative, management, public relation, organizational, and oral and written communication skills.

Problem Solving: Frequent problem solving is associated with this position. This employee encounters problems with priority funding recommendations to the Governing Body, communications with other governmental agencies, citizen concerns and complaints, and scheduling priorities.

Decision Making: Frequent decision making is involved in this position. This employee makes decisions about departmental and project priorities, resolving citizen concerns and complaints, and performing daily duties in the most efficient manner.

Supervision: This employee works under direction from the City Superintendent and City Administrator and exercises frequent supervision over subordinate personnel. The employee serves as acting City Superintendent in the absence of the City Superintendent.

Financial Accountability: This employee is responsible for city resources and equipment, does have the authority to purchase necessary equipment and supplies with prior approval and does participate in the annual budget process.

Personal Relations: Daily contact with the general public, subordinate personnel, co-workers, and supervisory personnel is expected.

Working Conditions: Some adverse working conditions exist within this position. Exposure to bloodborne pathogens, hazardous chemicals, heavy machinery, excessive noise, permit required work in confined spaces, heights, and all types of weather conditions is expected.

Physical Requirements: Manual labor including lifting and carrying heavy loads, extensive walking and the ability to operate departmental equipment is required daily in this position. The ability to express or exchange ideas by means of communications is important in this position. This employee must be able to convey and receive detailed or important instructions and from other workers and the general public.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

This job description was last updated in November 2017