

**CITY OF LODI AND LODI UTILITIES
UTILITIES, PUBLIC WORKS, & PARKS DEPARTMENTS
POSITION DESCRIPTION**

Utilities, Streets and Parks Superintendent

EXEMPT: Yes

GRADE: 8

GENERAL STATEMENT OF POSITION:

The Utilities, Streets and Parks Superintendent is responsible for the operation, and maintenance of all City and Utility facilities, infrastructure, plants, systems, and equipment. This includes the departments of Electric Distribution, Water, Wastewater, Public Works, and Parks

DUTIES AND RESPONSIBILITIES:

- Coordinates and supervises the operations of the water system, electrical distribution system, wastewater treatment plant, parks, collection system, the maintenance facility that includes the streets, sanitation and storm water departments.
- Oversees projects relating to utilities, public works and parks.
- Supervises the selection, installation, maintenance, utilization, and removal of all utility metering equipment.
- Assists in preparing the annual budget for the departments of Electric Distribution, Water, Wastewater, Public Works, and Parks and monitors expenditures for operations, maintenance, and capital projects.
- Establishes work programs, standards, policies and regulations for subordinate departments; coordinates between departments and other agencies; oversees the development and management of related records, including GIS mapping.
- Supervises subordinate personnel; participates in the recruiting and selection of new employees; conducts employee evaluations; recommends and administers discipline and termination; ensures proper training in operations and safety for staff.
- Develops and maintains constructive relationships with staff, officials, property owners, developers, contractors, and the public.
- Maintains regular contact with consulting engineers, construction project engineers, WPPI, City, County, State, and Federal agencies, professional and technical groups, and the public regarding department activities and services.
- Attends City and community meetings as required, often outside of working hours.
- Participates in safety programs for employees and visits job sites to review safety conditions and procedures.
- Ensures safe public grounds, facilities, and work environment.
- Ensures regulatory compliance.
- Assists in the preparation of grant applications for local, state, federal and other aids for development and maintenance of street, park and utility facilities.
- Prepares reports, develops policies and procedures.
- Assists in preparation of annual inventory and utility reports.
- Assists the utilities, parks and streets work crews as needed.
- Coordinates and participates in 24-hour call duty, including after hour emergencies.

TOOLS AND EQUIPMENT USED:

- Utilizes computers and related software and evolves to new technologies as needed.
- Operates vehicle, heavy equipment and plant mechanical equipment consistent with the departments.
- Required to wear personal protective equipment when appropriate.

CONFIDENTIAL DATA:

Employee must be able to maintain confidentiality between staff, clients/customers and information processed through the work environment.

Utilities, Streets and Parks Superintendent

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<u>ESSENTIAL</u>	<u>PHYSICAL</u>	<u>JOB</u>	<u>REQUIREMENTS</u>
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The physical demands listed here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, evaluate, and prepare a variety of written/typed documents and text materials.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and a personal computer.
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone, two-way radio, and in person.
- Must be able to climb and descend poles and ladders in confined spaces.
- Some work is performed in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Outdoor work is required consistent with the functions. While performing the duties of this job, employee constantly uses hand-eye coordination; hears; talks; has contact with general public/customers; drives motor vehicles, heavy equipment; grasps; holds; uses repetitive movements; uses hand-eye coordination; hears; talks; uses the telephone. Employee frequently stands, sits, reaches, tastes, smells, stoops, kneels, crouches, crawls, climbs ladders, drives motor vehicles; and occasionally works alone.
- Must be able to occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust to focus.
- Employee must have the ability to sit for long periods, possess the physical stamina to sustain long workdays including evening meetings.
- **ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:**
 - Graduation from high school or GED. Any combination of education, training, and experience equivalent to completion of an apprenticeship program in the lineman trade. Considerable (3 - 5 years) experience as a journey-level line worker engaged in the installation, maintenance, and repair of power lines, transformers, or related equipment.
 - Valid Wisconsin driver's license and excellent driving record. Hold a commercial driver's license.
 - Leadership and organization skills and a pleasant and efficient manner for interaction with officials, management, staff, and the public
 - Ability to make responsible independent judgment without immediate review
 - Excellent interpersonal and communications skills.
 - Capable user of computer applications.
 - Ability to communicate findings, make recommendations, and facilitate change; comfortable working with individuals at all organizational levels.
 - Ability to perform the physical requirements of the position.
 - Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Utilities, Streets and Parks Superintendent

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STATEMENT OF WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

Employee must have the ability to sit for long periods, possess the physical stamina to sustain long workdays including evening meetings. Employee must be able to frequently lift up to 50 pounds. While performing the duties of this position, employee is occasionally exposed to dirt, noise, temperature extremes, storms and other weather extremes when performing tasks listed under essential duties and responsibilities, dampness, fumes, vibrations, body fluids, equipment movement hazards, traffic hazards, dangerous chemical/solvents, electrical shock, significant work pace/pressure when performing daily tasks. The employee may be required to go into confined spaces or work in high places.

POSITION ACCOUNTABILITY:

REPORTS TO: City Administrator

SUPERVISION EXERCISED: Exercises supervision over outdoor work crews and supervisors in Public Works; Electric, Water, and Wastewater Utilities; and Parks.

SELECTION GUIDELINES:

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 logical assignment to the position.

Formal application, rating of education and experience, oral interview and reference check, and job related tests may be required.

Selection procedures may include the administration of a written examination or actual performance testing, the pre-screening of applicants, formal interviews, background and credit checks, and information verification as appropriate. A pre-employment drug screening is required.

The position 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 the requirements of the job change.

Council Approval: