

City of George

Position Title: Superintendent of Public Works

General Characteristics:

Recruited by:	City Council & Mayor
Recommended for Appointment:	City Council
Contracted by:	City Council

Working Relationships:

Type of Authority:	Supervisor
Report to:	City Council and Mayor
Supervises:	Helpers
Consults with:	City Council, Mayor and City Clerk

Basic Functions:

Maintain, supervise, and operate efficiently the water and sanitary sewer systems.

Position Responsibilities:

Job Responsibilities:

The job responsibilities are described in Iowa Code, Sec 372.13 (4) and as defined by the City Council as follows.

These responsibilities are set forth as follows:

1. Install, supervise and inspect the installation of all sanitary sewers within the city limits.
2. Install, supervise and inspect the installation of all water mains and taps within the city limits.
3. Shut off water supply when deemed necessary or in accordance with the City's Water Ordinance (City of George-Ordinance 177).
4. Responsible for repair of water meters and the reading of meters monthly.
5. Uncover manholes that are buried, raising them where necessary to grade level for accessibility.
6. Abate incomplete work either finished or correct any work on any private connection to the public sewer system as authorized by Title II, Chapter 2, Article 4.17 of the Municipal Code.
7. Responsible to take water and wastewater samples to have tested at a Certified Laboratory.
8. Responsible to take chlorine readings daily.
9. Responsible for the maintenance and operation of the chlorinator, flow meters, lines, injector nozzles, and changing of chlorine cylinders.
10. Responsible to oversee the mechanical operation of the swimming Pool.
11. Responsible for the maintenance and operation of the sewer lift stations.
12. Responsible to winterize all facilities that will not be maintained open to the public during the winter months.
13. Responsible for the maintenance, repair, and replacement of the city

water and sewer lines.

14. Responsible to oversee and inspect prior to backfilling all taps and hookups of water and sewer lines.
15. Responsible for the operation of fire hydrants including repair and replacement.
16. Responsible for the operational efficiency of all city wells including the frequent checking of all critical mechanical devices to assure mechanical soundness.
17. Responsible for the preparation, on a schedule established by the State, of a record of water quality and file same in a timely matter.
18. Responsible, as a means to maintain the water and sanitary sewer systems operational, to flush the water main and jet wash the sanitary sewer lines at a minimum twice a year. Zone valves will be operated at least once a year.
19. Responsible for the maintenance of the lagoon system and the area around the lagoon.
20. Responsible to assist the Superintendent of Streets with all projects and assignments as set forth by the Council and Mayor. Generally, this assignment encompasses the beautification of the city.
21. Responsible to fog for mosquitoes, etc.
22. Responsible to check and replace furnaces filters in all city facilities that are heated and/or air conditioned. These should be checked at least four (4) times a year.
23. Responsible, along with the Superintendent of Streets, to see that all city equipment is at a satisfactory/efficient operating level.
24. Responsible to maintain an inventory of all equipment, materials and supplies that are considered relevant to this job description.
25. Responsible to oversee and supervise individuals employed as assigned to this position.
26. Responsible to secure supplies, materials and chemicals that are required to maintain an efficient operational level of all equipment and processes assigned to this position.
27. Responsible to file reports as deemed necessary by the Mayor and/or City Council.
28. Responsible for maintenance and repair of park facilities, including the campground.
29. Responsible for cleaning and mowing roadside ditches along right-of-way approaches to the city.

Preparation, Experience, and Skills:

1. Is physically able to do the work involved with city operations and maintenance.
2. Has either the knowledge or ability to be trained commensurate with the responsibilities of the position.
3. Character traits are of an acceptable level, including the avoidance of profanity, limited use of alcohol, not smoking on city property.
4. Report to work each day clean and neat.
5. Show by attitude an interest in promoting the welfare of the city.
6. Is capable of operating heavy equipment. For example: Trucks with snow plow, large front end loader, street sweeper, etc.
7. Possess mechanical knowledge and skills.
8. Able to obtain certification as Competent Person for excavation.

9. Able to obtain a Grade I Wastewater and Grade II Water Treatment Distribution License
10. Able to obtain certification in areas the City Council requires.
11. Is capable of working with the public and dealing with public issues in a pleasant and professional decorum.

Term of Employment

Employment is at the discretion of the City Council.

Evaluation:

Job performance will be reviewed yearly with the Mayor and/or City Council.