

CITY OF CHENEY

POSITION DESCRIPTION

Class Title: Maintenance Superintendent

Department: Maintenance

Salary Schedule: Salary, Exempt

Grade 265

POSITION SUMMARY:

This position performs complex supervisory, administrative and organizational work in planning, directing and supervising the Maintenance Department. The superintendent oversees all aspects of the maintenance department including natural gas, water, sewer, streets, parks and facility maintenance. The position also performs an assortment of maintenance work, operates a variety of equipment in the construction, operation, repair, maintenance and replacement of the City's water, natural gas, street, sewer, sidewalks, parks, Golf course, City buildings and storm drainage facilities.

SUPERVISION RECEIVED:

Works under the general supervision of the City Administrator.

SUPERVISION EXERCISED

Exercises supervision over all department staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, directs and organizes all activities of the department.

Directs project involvement for various infrastructure improvements, plans and studies.

Prepares the annual operating budget of the funds under the maintenance department and monitors department finances throughout the year.

Issues written and oral instructions.

Serves as the Safety Officer for the City.

Assigns duties and examines work for compliance to policies, rules & regulations as well as procedures.

Responsible for the overall management and supervision of the maintenance

department.

Plans, organizes, coordinates, supervises and evaluates programs. Plans, services, staffing, equipment and infrastructure of the maintenance department.

Supervises the review of private project development plans for compliance with codes, regulations, standards, adequacy of applications for permits and compliance.

Serves as the City's building inspector and determines applicable codes, regulations and requirements for building improvements.

Reviews engineering plans and specifications as well as bid documents in the selection of maintenance contracts.

Serves as the project manager for public works projects.

Coordinates, reviews, updates and prepares sanitary sewer, water, natural gas, storm drainage and street system maps, data and comprehensive plans.

Oversees the maintenance of infrastructure and other records.

Fields questions, concerns, and complaints related to departmental policies and procedures.

Evaluates issues, options, departmental policies and procedures relative to the maintenance department to improve efficiency and effectiveness of operations.

Works closely with consulting engineers, construction engineers, City, County, State and federal agencies, professional and technical groups and general public regarding division activities and services.

Resolves personnel grievances and issues.

Hires, supervises, evaluates, promotes, disciplines and instructs subordinate personnel.

Able to perform on – call responsibilities as assigned responding to evening and weekend duties.

PERIPHERAL DUTIES

Assists and directs street patching and sealing of public streets, curbs and sidewalks.

Operates a variety of equipment including rollers, trucks, backhoes, mowers, graders, loaders, dump trucks, oilier and other equipment required to perform the functions of this position.

Repairs, installs or maintains computer equipment relative to various functions of the

department.

Performs and directs minor equipment repair, maintenance and inspections.
Manages all aspects of the City's compost facility.

Pours concrete, asphalt, hot mix and paints streets.

Reviews, prepares and files daily reports for materials used on various projects as well as maintenance activities.

Determines locations of gas, telephone, water, sewer, cable and electricity prior to excavation.

Assists and supervises repairs, replacements or construction of sewer, natural gas, water lines, storm drainage, streets, curbs and gutters.

Responds to complaints or concerns regarding water, sewer or gas leaks.

Repairs or services water pumps, sewage pumps or gas pumps and related equipment.

Supervises the reading of gas and water meters.

Takes water samples monitoring for chemicals and repairs associated equipment.

Oversees maintenance of parks and pool.

Performs and directs maintenance at the golf course.

Coordinates maintenance and repairs to all public facilities and equipment.

Supervises snow and ice removal during inclement weather.

Assists other departments as needed.

Training of new departmental employees.

Resolves City Council issues.

Operates a variety of construction equipment, machines and tools.

Troubleshoots problems with departmental equipment.

Performs other duties as deemed necessary or assigned.

DESIRED EDUCATION/EXPERIENCE:

Must be 18 years of age.

High School diploma or GED.

A technical degree, college degree or thorough knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities is required.

Skilled in the operation of tools, machinery or equipment used in essential or peripheral duties as listed above.

Extensive knowledge in street maintenance, repair, construction; water lines, meters and systems; waste water treatment, lines and treatment; natural gas lines and systems; parks; facility maintenance and related equipment.

Ability to communicate effectively both verbally and in writing.

Works well with others and the public.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of city utilities, construction, equipment and infrastructure required.

Ability to operate equipment including dump trucks, utility trucks, oilier, loader, trencher, street sweeper, bobcat, backhoe, mower and other types of machinery required.

Capable of frequent problem solving encountered in various situations. Problems such as personnel matters, citizen concerns, attaining goals set by the governing body and issues related to functions of the maintenance department may be encounter daily.

Constant decision making also exists in this position.

Able to communicate effectively both orally and in writing.

Should possess excellent public relation, oral and written communication skills.

Capable of using hand tools and equipment required for the job responsibilities.

Able to supervise subordinate personnel.

Understanding of municipal finances.

LICENSES REQUIRED

Pre employment and random drug testing mandatory.

Must possess a valid Kansas driver's license with CDL with air brakes endorsement at a minimum..

Obtain 75% of natural gas qualifying requirements.

Certified as Water and Wastewater operator of the appropriate class.

PHYSICAL DEMANDS

Manual labor including lifting and carrying heavy objects, bending, kneeling and climbing is required daily to fulfill the duties of this position.

Some adverse working conditions exist with this position. Exposure to hazardous chemicals, heavy machinery, traffic, excessive noise, explosives, heights and natural gas in all types of weather conditions can be expected.

While performing the duties of this position, the employee is frequently required to sit, stand, walk, run, drive, push, pull, carry, see, hear, speak, crawl, use hands, climb, kneel, smell and other similar types of functions.

The employee may occasionally be required to lift and/or move 100 pounds and frequently lift 25 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work will be performed outdoors in various types of conditions.

The job is performed primarily during the daytime hours but must be available for special situations and times.

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 a logical assignment to the position.

The job 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 requirements of the job change.

I have read this position description and understand its contents.

Employee Signature

Date

Revised 2-14-2013