

**JOB DESCRIPTION
STREET SUPERINTENDENT
CITY OF ROLAND, IOWA**

JOB SUMMARY

Under the general direction of the City Council/Mayor, responsible for planning, scheduling and coordinating a variety of emergency, cyclic or seasonal municipal maintenance and repair services. Participates in the daily activities and determines work priorities, manpower, equipment and material needed to accomplish specific work projects. Responds to citizens complaints taking remedial action when appropriate. Assists in preparation of the street budgets and assists in monitoring. Purchases items material and parts necessary for operations. Cooperates with other department heads in the provision of requested public services.

ESSENTIAL FUNCTION

Maintains city streets by sealing cracks, filling pot holes and related maintenance to prevent further deterioration of road surfaces and potential damage to moving vehicles. Removes ice and snow from City streets, parking areas, sidewalks, using hand and power and heavy maintenance/construction equipment. Assists Water/Wastewater Superintendent in repairing broken water lines by excavation holes, locating leaks, replacing lines, installing new lines and back filling. Assists Water/Wastewater Superintendent in reading meters monthly. Assists Water/Wastewater Superintendent in opening , flushing and repairing sewer lines. Sprays chemical on lawns to control unwanted weeds and grasses and sprays chemicals to control mosquitoes. Installs or replaces various traffic signs. Performs minor repairs or remodeling to City owned facilities using tools and equipment of the building trades. Performs other public duties as may be required by proper authority and can be reasonable expected of an employee in the capacity.

STANDARDS REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirement

Job requires the ability to operate a variety of heavy equipment such as motor-grader, end-loader, backhoe, dump truck, snow plow, and related mechanical equipment including compressors, pumps, sprayers, saws, trimmers, sanders, etc. Various hand and power tools such as grinders, welders, torches, shovels, rakes and hammers are used. Involves eye/hand/foot coordination, motor coordination and related dexterity requirements. Lifting and carrying of heavy objects weighing in excess of 50 pounds is required in specific operations. Requires clarity of vision 20' or more, depth perception (distance and space) and field of vision of acceptable standards.

Data Collection

Sources of information to assist in work include: ordinances, maintenance manuals and records, parts catalogs, blue prints, work orders and City Policies.

Language Ability and Interpersonal Communications

Requires the capacity to (1) speak the English language fluently; (2) print or write legible letters, numbers, names, etc.; (3) compare similarities and differences between works and series of numbers; (4) apply common sense understanding of specific subject matter to carry out one or two step processes or procedures.

Environmental Adaptability

Primarily outside work subject to exposure to variable weather conditions found in Iowa depending upon the time of year. Conditions encountered would typically involve noise, vibration, fumes, dust in equipment operation and potential for bodily injury when working closely with mechanical machinery, toxic agents and related occupational hazards.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS

Graduation from high school or GED equivalency and job related experience in operating public works equipment similar to that indicated above. Valid Iowa Commercial Driver’s License (CDL). Valid Governmental Pesticide/Herbicide Applicators License issued by State Department of Agriculture; valid Certified Pool Operators license (CPO), or obtain such licenses within specified periods of employment.

Signature

Date

Department Head

Date

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

JOB DESCRIPTION
PUBLIC WORKS DIRECTOR
CITY OF ROLAND, IOWA

GENERAL PURPOSE

Position performs a variety of work; planning, operations, repair, maintenance, and replacement of City streets and water and sewer facilities and systems.

SUPERVISION RECEIVED

Works under the general supervision of the Mayor.

SUPERVISION EXERCISED

Exercise close supervision over assigned construction maintenance workers and equipment operators including but not limited to the Public Works Employee(s) and Park Maintenance Employee(s).

ESSENTIAL FUNCTION

Employee is to perform with the assistance of Public Works Employee(s) or coordinate with engineer(s) and/or contractor(s) to perform the following work:

Streets: maintain and repair city streets, sidewalks, alleys, and bridges; snow removal from City streets, sidewalks, and alleys; salt/sand intersections; trim trees in ROW and clean up after storms; install and maintain street signs; maintain storm sewer;

Water: operate and maintain water plant; shut off water mains and curbstops when necessary; install/replace water meters; IDNR testing, sampling, and reports as required; locate utilities for One Call; maintain elevated storage tank; coordinate and oversee water main replacement; repair water mains; water main leak detection; GIS mapping; maintain pumps and wells; read water meters; water meter data logging; hang disconnect notices; exercise valves; flush hydrants;

Sewer: maintain lagoon area; maintain lift stations and blowers; clean sewer mains; access manholes; coordinate and oversee sewer main replacement and lining; IDNR testing, sampling, and reports as required;

Pool: prepare pool for season; serve as CPO and work with manager(s) for operating pool in accordance to law; order and inventory chemicals; winterize pool;

General: spray mosquitoes; maintain brush dump site; mow parks and other City properties; maintain equipment including pickup(s), dump truck(s), tractor(s), backhoe(s), mower(s), lift(s), hand tools; attend classes and gain CEU's to maintain licenses; hang up and take down Christmas decorations on light poles; hang up flags on light poles when necessary; maintains OSHA safety programs; assists with budgets for water, sewer, and street/road use; advises City Council officials in matters relating to department activities; respond to job related complaints and passes information on to appropriate entity if necessary; perform other public duties as may be required by proper authority and can be reasonably expected of an employee in the capacity;

STANDARDS REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirement: Job requires the ability to operate a variety of heavy equipment such as motor-grader, end-loader, backhoe, dump truck, snow plow, and related mechanical equipment including compressors, pumps, sprayers, saws, trimmers, sanders, etc. Various hand and power tools such as grinders, welders, torches, shovels, rakes, and hammers are used. Involves eye/hand/foot coordination, motor coordination, and related dexterity requirements. Lifting and carrying of heavy objects weighting in excess of 50 pounds is required in specific operations. Requires clarity of vision 20' or more, depth perception (distance and space) and field of vision of acceptable standards.

Data Collection: Sources of information available to assist work include: Iowa Department of Natural Resources, Code of Ordinances, maintenance manuals and records, parts catalogs, blueprints, work orders, and City policies.

Language Ability and Interpersonal Communication: Requires the capacity to speak the English language fluently; print or write legible letters, numbers, names, etc.; compare similarities and differences between words and series of numbers; apply common sense understanding of specific subject matter to carry out one or two step processes.

Environmental Adaptability: Primarily outside work subject to exposure to variable weather conditions found in Iowa depending upon the time of the year. Conditions encountered would typically involve noise, vibrations, fumes, dust in equipment operation, and potential for bodily injury when working closely with mechanical machinery, toxic agents, and related occupational hazards.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS

Graduation from high school or GED equivalent, Certification by the State of Iowa in the following: Water Treatment Grade I; Water Distribution Grade I; Wastewater Treatment Grade II, Valid Iowa Commercial Driver's License with air brake endorsement, Certified Pool Operator License, Commercial Pesticide Applicators License 7D issued by the Iowa Department of Agriculture, or acquire these within a specified timeframe.

Signature _____ Date _____ Department Head _____ Date _____

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JOB DESCRIPTION
PUBLIC WORKS EMPLOYEE
CITY OF ROLAND, IOWA

GENERAL PURPOSE

Position performs a variety of work; planning, operations, repair, maintenance, and replacement of City streets and water and sewer facilities and systems.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director.

ESSENTIAL FUNCTION

Employee is to assist the Public Works Director in performing the following work:

Streets: maintain and repair city streets, sidewalks, alleys, and bridges; snow removal from City streets, sidewalks, and alleys; salt/sand intersections; trim trees in ROW and clean up after storms; install and maintain street signs; maintain storm sewer;

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MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS

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Signature	Date	Department Head	Date
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