



CITY OF SAINT PETER, MINNESOTA
Department of Public Works

Position Opening

Maintenance Superintendent

The City of Saint Peter, Minnesota, is currently accepting applications for the position of: **Maintenance Superintendent** in the Department of Public Works.

Minimum qualifications include a high school diploma; associates degree in construction, construction management, Public Works operations or equivalent; (five years' experience in a related field may be substituted for post-secondary education); possession of a valid driver's license; demonstrated proficiency using Microsoft Word and Excel software.

Desirable qualifications include more than five years of experience in construction, construction management, and/or Public Works operations; demonstrated personnel supervision experience greater than one year; demonstrated experience in assisting in preparation of budgets and monitoring expenditures; demonstrated knowledge of approved methods, materials, and tools used in construction, maintenance, and cleaning of streets, other public right-of-ways, parks, structures, and recreational facilities; knowledge of municipal forestry operations; knowledge of environmental services operation; knowledge of heavy and light equipment operations; knowledge of operating characteristics and servicing of equipment; knowledge of traffic laws and regulations governing equipment operations; knowledge of applicable regulatory codes and laws related to Public Works departmental operations; demonstrated ability to read and interpret engineering and landscaping plans and specifications; demonstrated knowledge of pavement management and planning practices; demonstrated knowledge of parks and forestry operations; demonstrated knowledge of OSHA regulations and safety policy; demonstrated knowledge of Federal and State vehicle operation regulations.

NOTICE: The successful candidate must complete and pass a pre-employment physical and drug test and is subject to post-accident, random, reasonable suspicion, return to duty, and follow-up drug and alcohol testing required by federal regulations.

Starting pay range \$75,402 - \$79,994 per year. Applicants are required to complete a City of Saint Peter application form available online @ <https://www.saintpetermn.gov/365/Employment>, in the City Administrator's Office, 227 South Front Street, Saint Peter, Minnesota 56082-2538 or by calling (507) 934-0663. Completed applications must be received by the City Administrator's Office no later than 5:00 p.m. on Thursday, July 8, 2021. Faxed and/or late applications will not be accepted. Interviews will be conducted Thursday, July 22, 2021.

A/A E.E.O.

POSITION TITLE: MAINTENANCE SUPERINTENDENT

DEPARTMENT: PUBLIC WORKS

DIVISION: MAINTENANCE

SUPERVISOR: DIRECTOR OF PUBLIC WORKS

OVERVIEW OF POSITION:

Under the general supervision of the Director of Public Works, the Maintenance Superintendent plans, coordinates, directs, and monitors the operations of the Maintenance Division. The Maintenance Superintendent assumes responsibility for in-service training of personnel, customer service, setting quality standards for work to be performed, monitoring safety conditions, and inspecting and reviewing the work of assigned personnel, the essential job functions as listed herein and related duties as assigned or apparent.

ESSENTIAL JOB FUNCTIONS:

The Maintenance Superintendent shall work with the Director of Public Works in performing the following duties:

- Planning, coordinating, directing and monitoring the operation of the Maintenance Division including providing assistance in preparation of budgets and monitoring of expenditures;
- Assisting with the planning, design and construction of streets and other public rights of way;
- Assisting with the planning, design and construction of city parks and other recreational areas and facilities;
- Assuring the downtown street scape is well kept, clean and inviting, with colorful plantings;
- Setting priorities to deal with emergencies and unanticipated needs;
- Coordinating activities with other divisions, departments, and organizations to avoid work delays and service interruptions; assisting with planning, design, and construction of joint projects;
- Evaluating the need for and preparing specifications for materials and equipment; maintaining operating records; preparing bid specifications for street, park, and environmental services equipment and materials; preparing reports as requested; assisting in annual budget preparations.

The Maintenance Superintendent is directly responsible for performing or ensuring Maintenance Division staff performance of the following functions:

- Providing an effective communications link between the Director of Public Works and Maintenance Division personnel; recruitment and recommendation of personnel in the hiring process;
- Supervising the operation and maintenance of streets, parks, environmental services utility and other recreational areas and facilities;
- Supervising all Maintenance Division employees; inspecting and reviewing the work of assigned personnel;
- Evaluating all Maintenance Division personnel; conducting evaluation of job performance for assigned personnel on a not less than annual basis; rewarding and encouraging employees as appropriate; effecting disciplinary measures for division employees as appropriate; adjusting grievances for division personnel as appropriate in the grievance process; enforcing operating and personnel policies as per state law, city ordinance, and city council resolution;
- Effectively implementing an education program so that assigned staff is prepared for changing performance requirements;
- Coordinating work of all Maintenance Division personnel on a daily basis; coordinating with other Public Works Sections and Utilities on work activities and use of equipment; coordinating projects with other utilities and governmental units;
- Ensuring routine maintenance is performed on assigned vehicles and equipment; coordinating equipment replacement and maintenance schedules; recommending purchase of new and replacement equipment;
- Setting goals for the timely completion of work; developing and prioritizing work assignments to facilitate completion of work in a safe and efficient manner; preparing reports of work planned; preparing and monitoring work orders; preparing weekly reports of work completed; setting and enforcing quality standards for work to be performed;
- Arranging for contract work; inspecting contract work as assigned;
- Ensuring that inventory replacement materials are ordered in sufficient quantities and in a timely manner;
- Ensuring compliance with all state and federal regulations and ensuring that reports required by these regulations are filed in an accurate and timely manner;
- Preparing report of emergencies and problems;
- Reviewing bills and monitoring expenditures to assure compliance with approved budgets;
- Evaluating new methods and materials for departmental operations.
- Monitoring safety conditions; ensuring compliance of personnel with federal, state, and city safety laws; recognizing unsafe conditions and taking corrective action as needed;

conducting or ensuring the conduct of safety training programs;

- Answering questions, investigating complaints and resolving problems in an appropriate and timely manner and in accordance with policy;
- Maintaining effective street maintenance programs, tree programs and parks maintenance programs;
- Performing related duties as assigned or apparent.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Maintenance Superintendent is required to be capable of performing any of the following physical functions or a combination thereof for any given work day:

Legend:

Continuously is over 2/3 of a work day

Frequently is 1/3 to 2/3 of a work day

Occasionally is less than 1/3 of a workday

Workday – a normal workday is eight (8) hours with a break for a meal. A normal workweek is five (5) days with two consecutive days off. During emergencies, workdays may extend to 16 hours or more and a workweek to seven days.

Actions: Continuously speaks comprehensible English and understands English, read and write English; hearing – continuously normal or corrected to normal; eyesight – continuously far vision and near vision 20/40 or corrected to 20/40, differentiate colors precisely, normal depth perception, normal peripheral vision; continuously sit, stand, walk, bend/stoop, crouch, kneel, balance, push/pull; frequently squat, crawl; occasionally climb height of thirty feet, reach above shoulder level, use both feet for repetitive movements as in operating foot controls; continuously use hands for firm grasping and fine manipulating.

Strength: Continuously carry one to thirty-four pounds and lift one to thirty-four pounds; frequently carry thirty-five to seventy-four pounds and lift thirty-five to seventy-four pounds; occasionally carry seventy-five to one hundred pounds and lift seventy-five to one hundred pounds.

Stamina: Continuously endure exposure to changes in temperature from less than minus seventeen degrees centigrade to in excess of thirty-seven degrees centigrade; continuously endure exposure to dust, fumes, gases, mist, wet, humid.

Safety: Perform cardiopulmonary resuscitation; perform confined space (manhole) rescue; wear safety equipment including hard hat, steel-toed shoes, safety goggles, and safety vests.

Vaccinations: Receive vaccinations for tetanus and hepatitis B. The vaccinations for hepatitis B are made available to the Maintenance Superintendent by the City but are not required.

ESSENTIAL PSYCHOLOGICAL, SITUATIONAL, AND FUNCTIONAL FACTORS:

The Maintenance Superintendent is required to be capable to performing the following psychological, situational, and functional functions:

Ability to: communicate effectively, both orally and in writing; accept responsibility; delegate responsibility; establish priorities and coordinate the work of personnel; cooperate with a wide range of individuals; interpersonal skills sufficient to work closely with others on a team; demonstrate flexibility in work environment, performing a variety of frequently changing tasks; sustained concentration and prolonged commitment to job tasks; ability to work alone effectively under stress in situations dangerous to self or others; be tactful; maintain confidentiality as needed; and deal with the public.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Associates degree in construction, construction management, or Public Works operations or equivalent. Five years of experience in a related field may be substituted for post-secondary education.
- Possession of a valid driver's license.
- Demonstrated proficiency using Microsoft Word and Excel software

DESIRABLE QUALIFICATIONS:

- More than five years of experience in construction, construction management, and/or Public Works operations.
- Demonstrated personnel supervision experience of greater than one year.
- Demonstrated experience in assisting in the preparation of budgets and monitoring of expenditures.
- Demonstrated knowledge of:
 - approved methods, materials, and tools used in the construction, maintenance, and cleaning of streets, other public rights-of-way, parks, structures, and recreational facilities;
 - municipal forestry operations;
 - environmental services operation;
 - heavy and light equipment operations;
 - operating characteristics and servicing of equipment;
 - traffic laws and regulations and regulations governing equipment operations;
 - applicable regulatory codes and laws related to Public Works departmental operations
- Demonstrated ability to read and interpret engineering and landscaping plans and specifications.
- Demonstrated knowledge of pavement management and planning practices.
- Demonstrated knowledge of parks and forestry operations.

- Demonstrated knowledge of OSHA regulations and safety policy.
- Demonstrated knowledge of Federal and State vehicle operation regulations.

Adopted: 09/09/2019