

City of Fairfax Position Analysis

Position Title: Superintendent of Streets & Utilities

Department: Public Works Departments

Supervisor: City Administrator

Status: Non-Exempt

Primary Objective: Responsible for supervisory work of personnel in areas of utilities including water, wastewater, electrical, parks, and street operations and maintenance.

Typical Duties Performed

General Supervisor Duties

- Plans, directs, coordinates, and carries out the general operation of the City's Public Works Departments: Streets, Parks, Water, Sewer, Storm Sewer, Electric, and Natural Gas.
- Supervises, coordinates work schedules, and assists with daily maintenance of all operations.
- Monitors applicable law and regulation changes and prepares appropriate State reporting and samplings for all operations.
- Purchases materials, supplies, and equipment as needed based on available budget and needs.
- Contributes to the budget planning process with capital improvement projects and equipment requests.
- Supervises and assists in preparing future City plans regarding expansion and replacement of streets and utilities infrastructure.
- Assists in verifying or adjusting mapping of underground wire and street lighting after preliminary plans are drawn by the Engineer.
- Oversees and schedules proper training for employees as needed.
- Assists the Council in reviewing and monitoring public works projects affecting the City, including working with engineers, agencies and consultants.
- Attends City Council meetings.

Electric Department

- Operates and maintains all equipment related to the high and low voltage electrical distribution system. Work includes laying, stringing, pulling, installing, and splicing of wires and cables. Installing and changing transformers, switching cabinets, pedestals, poles, and anchors.
- Installs, removes, connects, disconnects, and reads residential, commercial, and industrial meters.

- Performs routine and preventative maintenance to the high and low voltage electrical system to avoid service interruptions. Performs live line work using rubber gloves.
- Operates and maintains all equipment related to the flow of electricity through the electric supply system, including streetlights and fixtures.
- Locates utilities for Gopher State One Calls.
- Runs generator on power outages.
- Performs other duties as assigned.

Water and Wastewater

- Performs all lab tests as required. Calibrates and ensures proper operation of lab instruments. Performs operational and chemical changes.
- Assists in performing maintenance and repair on pumps, motors, air compressors, and other equipment related to pump station and filter plants.
- Performs inspection and maintenance of all water lines, gate valves, and water hydrants throughout the city. Performs routine testing of samples from water and sewer department.
- Installs and replaces water meters and maintains meter sets.
- Reads meters, records findings, and reports to City Hall for billing; takes final readings.
- Cleans drainage systems, ditches, catch basins, repairs drainage pipe, tile and, catch basins as needed.
- Performs equipment operation activities related to the construction, maintenance, and repair of city parks, public facilities, streets, storm sewer, drainage ponds for storm sewer, bridges, and other related duties required for smooth functioning of the department and the utility department.
- Locates utilities for Gopher State One Calls.
- Performs other duties as assigned.

Customer Service

- Answers service calls, determines problems, and makes repairs to avoid or minimize service disruption.
- Perform on-call work, including responding to calls for utility emergencies within 20 minutes
- Performs other duties as apparent or assigned.

Streets and Parks

- Performs necessary departmental record keeping as assigned by supervisor. Maintain up to date utility maps making corrections and changes on all copies as required.
- Maintains work vehicles, equipment, and warehouse to ensure equipment and supplies are available as needed.
- Maintains right of way clearance by trimming trees and brush as needed.

- Operates tools and equipment as required by the job, including but not limited to: digger/derrick, bucket truck, payloader, trencher, loader, dump truck with snow blade, one-ton truck with hoist, pickup truck, street sweeper, riding lawn mower, power tools, hot line tools and equipment, and all equipment.
- Assists with maintaining and repairing City streets, removal of snow from streets, intersections, alleys, sidewalks, municipal parking lots, around City buildings, and other areas as directed.
- Performs blacktop maintenance, patches potholes, repairs roadways for seal coat and overlay.
- Repairs, replaces, and installs traffic signs as needed. Stripes crosswalks, turn lanes, parking lots, and designates handicapped parking stalls.
- Mows lawns, weed whips, and sprays in all parks and City property.
- Performs routine maintenance at the swimming pool, maintains chemicals, and takes water samples daily.
- Performs other duties as assigned.

Natural Gas

- Performs equipment operation activities related to the construction, maintenance, and repair of gas lines and meters.
- Performs leak investigations in and out of homes on gas services and gas mains.
- Performs scheduled odorant sniff test to ensure odorant is distributed throughout the gas system.
- Performs atmospheric corrosion checks on all meters in the distribution system.
- Reads meters, records findings, and reports to city hall for billing.
- Performs required reporting for MNOPS inspection.
- Reads charts as scheduled at DRS stations and TBS station to inspect gas pressures and flows.
- Exercise gas valves to ensure proper function.
- Distributes informational gas packets to customers and non-customers to educate on necessary aspects of the natural gas system as well as emergency procedures.
- Performs record keeping and mapping of new gas installs and changes.
- Maintains up to date utility maps making any corrections and changes.
- Locates utilities for Gopher State One Calls.
- Performs other duties as apparent or assigned.

Essential Knowledge and Abilities

- Considerable ability to establish and maintain effective working relationships with subordinates and effectively resolve citizen and employee complaints and concerns in accordance with established City policy and/or contract.
- Knowledge of OSHA regulations and the National Electric Safety Code.

- Skill in identifying problems, alternatives, and resolutions
- Skill in operating various hand, gas powered, and hydraulic tools including chain saws, drills, meters, and hot sticks.
- Skill in operating heavy equipment such as boom truck, digger derrick, trencher, backhoe, auger, and a variety of specialized tools.
- Ability to read and understand simple electric system plans, framing/construction specifications, and schematic diagrams.
- Ability to communicate with co-workers, customers and various business contacts in a courteous, and professional manner.
- Ability to lift 75 pounds.

Working Environment

- Work involves routine exposure to irritant/fumes, hazardous chemicals, temperature extremes, vibrations, and noise.
- Work on both high and low voltage energized lines.
- Considerable physical effort is required involving many types of movements such as lifting, bending/stooping, twisting turning, pushing/pulling, crouching/kneeling, and climbing
- Work in confined spaces.
- Works up to heights of 60 feet in bucket truck with tasks overhead.
- Work is done outside and inside in all weather conditions.

Minimum Qualifications

- Valid MN Class B Driver's License with air brake and manual transmission endorsement or ability to obtain within 1 year
- Valid Class C Water License or ability to obtain within 4 years of hire
- Valid Class D Wastewater License or ability to obtain within 2 years of hire
- Electric Journeyman Certification or ability to obtain within 4 years of hire
- Natural Gas Certification or the ability to obtain within 1 year
- Three years of municipal experience including at least two of the following areas: electric, natural gas, water or wastewater distribution
- Three years of supervisory experience in public works or related field

Desired Qualifications

- Certified Pool Operator License or ability to obtain within 2 years of hire
- Vocational or technical training equivalent to experience in municipal electric, natural gas, water or wastewater
- Trained and certified in first aid and CPR.

NOTE: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, or skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.