

CITY OF ESCANABA
JOB OPENING
PUBLIC WORKS SUPERINTENDENT / CITY ENGINEER

The City of Escanaba is seeking applicants for the position of Public Works Superintendent/City Engineer. This is a full time, Department Head level, position overseeing approximately 21 employees. The Superintendent manages all operations of the City of Escanaba Public Works Department, which is responsible for construction and maintenance of streets, sidewalks, pathways, parks, recreational facilities, storm sewers, City buildings and other public facilities. In addition, the Department is responsible for snow removal, trash collection and vehicle fleet maintenance.

Preferred qualifications include a Bachelor's Degree in Civil Engineering or closely related field; Professional Engineer's License, or Eligibility to write the Professional Engineer Examination; experience in the design, construction and maintenance of parks, roads, streets, bridges, sewer systems and related public infrastructure; experience overseeing one or more operations where extensive use of heavy equipment is involved; experience overseeing snow removal operations; extensive experience managing work crews involved in the aforementioned activities; extensive knowledge of occupational safety regulations and associated compliance requirements; willingness and ability to work evenings and weekends; ability to use MS Office computer applications and other commonly used engineering software; experience preparing cost estimates for multi-million dollar projects; experience preparing budgets and monitoring operations for compliance.

Before applying, applicants are required to review the complete job description at <http://www.escanaba.org/jobopenings>. Applicants must submit a resume and letter of interest via e-mail to hr@escanaba.org, or by postal mail, Attn: Human Resource Director, P.O. Box 948, Escanaba, MI 49829. Applications will be accepted until the position is filled.

The City of Escanaba is offering a competitive salary and benefits package including health, dental and vision insurance, paid time off, retirement plan and the possibility of relocation expenses.

The City of Escanaba is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. The City of Escanaba does not discriminate on the basis of race, ethnicity, religion, sex, color, national origin, age, sexual orientation, gender identity or expression, mental or physical disability, genetic information, veteran status, or on any other basis prohibited by applicable law.

**CITY OF ESCANABA
JOB DESCRIPTION
PUBLIC WORKS SUPERINTENDENT / CITY ENGINEER**

Title: Public Works Superintendent / City Engineer

Department: Public Works

Classification: Non-Union, overtime exempt

Employment Status: At Will

Effective Date: January 10, 2018

SUMMARY

The Public Works Superintendent / City Engineer oversees operations of the City of Escanaba Public Works Department, which includes maintenance of streets, sidewalks, pathways, parks, recreational facilities, storm sewers, City buildings and other public facilities. In addition, the Department is responsible for snow removal, trash collection and vehicle fleet maintenance.

SUPERVISION RECEIVED

Works under the direction of the City Manager.

SUPERVISION EXERCISED

Supervises the Assistant Superintendent and all other personnel working in the Department. Supervision is also exercised over employees from other departments who may be working in support of the Public Works function.

ESSENTIAL FUNCTIONS

The following are examples of essential functions associated with the position. An employee in this position may not perform all duties identified below and should expect to perform duties not specifically mentioned below.

1. Plan, coordinate, schedule and supervise employees in the Public Works Department and varying numbers of seasonal employees.
2. Plan the daily sequence of tasks necessary to clean, maintain and construct streets, parking lots, sidewalks and sanitary, storm sewers and building and parks maintenance.
3. Prepare annual departmental budget and monitor expenditures throughout the year to ensure budgetary compliance.
4. Coordinate and schedule personnel, equipment and materials for refuse removal, recycling, snow removal, street and manhole maintenance, sidewalk and parking lot repair, sign installation and routine repair and maintenance of equipment.
5. Coordinate Public Works Department activities and equipment with Water and Wastewater divisions and private contractors.
6. Train and instruct employees in the proper operation and maintenance of equipment and safe work practices.
7. Interview candidates, evaluate employees, and make recommendations on selection, discipline, promotion and termination.
8. Investigate citizens' complaints pertaining to departmental services; maintain time, material, and other records.
9. Prepare recommendations and reports upon request regarding materials and equipment purchases and operating costs.
10. Monitor weather conditions after hours and dispatch crews as needed to address issues caused by inclement weather.

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JOB DESCRIPTION
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DESIRED MINIMUM QUALIFICATIONS

Applicants should possess a Bachelor's degree or higher in Engineering or a related field, with five or more years of progressively increasing job responsibilities in the areas identified above. Preference will be given to candidates who possess, or are working toward, a Professional Engineer (PE) designation. Candidates must have considerable experience supervising work crews. Candidates must be computer literate with the ability to use and learn a variety of software used in departmental operations including the MS Office suite of software.

KEY SKILLS AND ABILITIES

1. Considerable knowledge of the methods, equipment and materials used in street, water distribution and sewer maintenance and construction, equipment maintenance and operation, and related public works activities.
2. Considerable knowledge of municipal organization and of local ordinances relating to public works activities.
3. Ability to plan, coordinate and supervise work crews engaged in a variety of public works construction, maintenance, and repair activities.
4. Considerable knowledge in interpreting plans and specifications.
5. Ability to prepare and maintain accurate records and reports.

SELECTION GUIDELINES

Selection is based on strength of resume/application, education, experience, and personal interview. Performance on pre-employment tests may also be used as a selection criteria.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to reach, walk, hear, sit, talk, and use hands to finger, handle, feel, and operate objects or tools. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, and smell. The employee regularly lifts/moves up to 10 pounds and occasionally lifts up to 100 pounds. The job requires close vision, distance vision, color vision, peripheral vision, and the ability to focus.

WORK ENVIRONMENT

Work is performed inside an office, inside of a shop environment, and outdoors. The employee is occasionally exposed to wet, cold, and humid conditions. The employee occasionally works in high, precarious places and is occasionally at risk of electrical shock. The employee is frequently exposed to toxic or caustic chemicals, fumes, and airborne particles. The noise level in the work environment varies from quiet to loud.

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. 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.

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

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