CITY OF TONKA BAY
ITEM NO. 9C

Memo

To: Honorable Mayor and City Council

From: Joe Kohlmann, City Administrator

Date: February 12, 2013

Re: Public Works Superintendent Job Description and Job Advertisement

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Greg Kluver has indicated that he is looking to retire on roughly May 23rd from the City of Tonka Bay. Staff has met with the personnel committee to discuss a replacement timeline and other personnel matters. *Attached is a tentative replacement timeline for the Public Works Superintendent.*

In addition, Staff has updated the Job Description for the Public Works Superintendent and the Personnel Committee has reviewed and discussed it.

Staff has *attached* a timeline, updated job description, job advertisement, and proposed salary range.

Council Action Requested:
Approve the updated Public Works Superintendent Job Description and direct staff to post the job advertisement.

Replacement Timeline

1) February 12th – Bring recommendation forward to City Council and allow a job description and advertisement to be placed

2) February 13th – Place advertisement

3) March 15th – Close position opening to applicants.

4) March 15th - 22nd – Review applications – as personnel committee

5) March 26th – Select Finalist Recommendations as personnel committee.

6) March 27th – 29th – schedule interviews with applicants

7) April 1st - 9th – conduct interviews.

8) April 9th – 19th – make job offer, confirm acceptance and starting date

9) April 23rd – formally hire applicant at City Council Meeting – hopefully applicant can start work on April 24th and work along side Greg for 30 days.

10) May 23rd – Anticipated retirement date for Greg

CITY OF TONKA BAY
JOB DESCRIPTION

POSITION:	Public Works Superintendent
PRESENT EMPLOYEE:	Gregory Kluver
DEPARTMENT:	Public Works
SUPERVISOR:	City Administrator
WORK HOURS:	6:00 a.m. – 2:30 p.m., Monday through Friday (As salaried department head, also works over eight hours per day and on weekends for water plant operation, as necessary.)
FLSA STATUS:	Full time Exempt
PURPOSE OF POSITION:	Supervise all aspects of the Public Works Department including water, sewer, streets, parks and other functions.

DUTIES AND RESPONSIBILITIES

1. Operate and maintain water plant.
   Consists of daily pumping and softening of water, water tests, maintaining daily records such as amount of chemicals used, pumping records, conduct water service line inspections, etc. Schedules and assists with plant maintenance such as repairing broken machinery or pumps. Schedules and assists with plant cleanup and orders chemicals for regular water plant operation.

2. Schedules and assists with sewer lift station and sewer collection system repair and maintenance.
   This includes daily checking of lift stations, ordering lift station replacement parts, and assisting with upgrading of lift stations. Schedules and assists with collection system maintenance such as cleaning and repair of manholes, flushing of sewer lines, sewer main breaks and freeze-ups. Responds to residents' complaints and requests and conducts sewer installation inspections

3. Schedules and assists with water distribution system maintenance and repair.
   This includes repair of water main breaks and freeze-ups, residents' complaints, flushing of hydrants in spring and fall, water meter installation

and repair, water meter readings, water service installation inspections, location of water utilities for residents and contractors, and ordering all pipes, meters and hydrants.

4. Roads
   Schedules and assists with street repair such as patching, blacktop and seal coating, culvert and storm sewer installation and repair, ordering and installation of street signs, scheduling of street sweeping, responding to resident complaints, and ordering of materials such as rock, blacktop, culverts, etc.

5. Equipment, Purchases and Service/Maintenance
   Obtains bids for major equipment purchases, maintains service records on all equipment, purchases gas and oil, schedules and purchases parts for equipment repair, and develops bid specifications for equipment purchases.

6. Parks and Beaches
   Schedules and assists with park and beach maintenance such as cutting and trimming of grass, empties trash cans, pick up litter and debris. Assists in interviewing and makes recommendations regarding the hiring of part-time park help and hockey rink attendants. Schedules installation of docks and rafts, oversees lifeguards' performance, schedules repair and maintenance on municipal docks, orders needed supplies, assists with new park projects, installs recreation equipment, and responds to complaints.

7. City Hall Maintenance
   Schedules building maintenance and obtains bids for certain repair work to be done.

Other Duties

1. Delivery of City Council packets and posting of public notices.

2. Attends City Council meetings as necessary.

Other Duties

- Obtains information to determine what impact future developments will have on utilities.
- Investigates residents suspected of hooking up to city water without meters.
- Prepares and monitors budgets.
- Prepares, updates and monitors Capital Improvement Plan.
- Work with all appointed officials on various matters

- Ensure the City is compliant with all permits including but not limited to MS4, SWPPP,, and wellhead protection plan.
- Perform duties related to weed inspector and diseased tree inspection.
- Review and approve right of way permits and other permits that relate to public works.

SUPERVISION RECEIVED

Work assignments are given by the City Council or City Administrator depending on the nature and urgency of the work to be performed. Daily work is usually scheduled by self and discussed with the Administrator on a day-to-day basis.

TYPICAL PROBLEM SOLVING:

In the event of a water/sewer main break - locating the utility and organizing crew for repair.

Resident complaints of low water pressure – checking out system pressures and pinpointing problem areas for correction.

Computing correct elevations for installation for sewer or water utilities.

Water plant machinery breakdown – analyze blueprints and repair.

DECISION/RECOMMENDATION AUTHORITY:

Determines scheduling of daily work, ordering chemicals, and changing chemical feed proportions for more efficient water plant operation. Makes recommendations regarding purchasing equipment, repairing major streets, major repair/replacement of sewer/water equipment, correcting problem water drainage areas, and may recommend solutions for overdue utility bills. Responsible for preparing reports and making recommendations to the City Council and City Administrator.

SUPERVISORY RESPONSIBILITY:

Directly supervises Public Works crew (2) and part-time park maintenance (1-3) personnel in the following capacities:

- Assigns, plans and reviews work
- Establishes priorities
- Instructs and trains in methods/procedures
- Makes hiring recommendations
- Makes recommendations regarding unsatisfactory employees
- Recommends salary adjustments
- Makes promotional recommendations

- Maintains staff records
- Handles complaints and grievances

FREQUENT CONTACTS:

General public, suppliers, vendors, City Administrator, Bookkeeper/Utility Clerk, Administrative Assistant, City Council.

MINIMUM QUALIFICATIONS:

-State of Minnesota Class C Water Operators Certificate or ability to obtain within 6 months
-State of Minnesota Class SC Wastewater Operators Certificate or ability to obtain within 6 months
- Class C drivers license or ability to obtain within 6 months
- Experience in water plant operation
-Ability to operate light/heavy equipment.
-Ability to deal with the public in a tactful and respectful manner
- Ability to lift 50 pounds

DESIRED QUALIFICATIONS:

- 1-2 years of university, community college, trade or technical school
- 2 years of supervisory experience
- 2 years experience in water plant operations
- Class C Water Operations Certificate
- Class SC Wastewater Operations Certificate
- Licensed in diseased elm and oak tree inspections
- Class C drivers license
- Ability to lift 50 pounds

Public Works Superintendent

City of Tonka Bay
Public Works Superintendent

The City of Tonka Bay is seeking a Public Works Superintendent to oversee its Public Works Department. This is a supervisory position that supervises all aspects of the Public Works Department including water, sewer, streets, parks, and other functions as applicable. **Minimum Qualifications:** State of MN Class C Water Operators Certificate or ability to obtain within 6 months; State of MN Class SC Wastewater Operators Certificate or ability to obtain within 6 months; Class C drivers license or ability to obtain within 6 months; experience in water plant operations; ability to operate light/heavy equipment; ability to deal with the public in a tactful and respectful manner; ability to lift 50 pounds. Position salary range for 2012 is $55,211 - $69,014 DOQ. Applications available at City of Tonka Bay, 4901 Manitou Road, Tonka Bay, MN 55331 or at www.cityoftonkabay.net . Applications will be accepted until March 15 at 3:00 p.m.