CITY OF JOPLIN MISSOURI

Job Description

Job Title:	Infrastructure Superintendent	Classification:	Classified
Department:	Public Works	Grade:	340
Occupational Group:	Maintenance and Trades	FLSA:	Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under general supervision; oversees the operations and personnel in the Streets, Sewer, Storm Water, and Street Cleaning divisions.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Plans, prioritizes, assigns, and inspects work of crews including unskilled, semi-skilled, financial, and supervisory personnel; performs maintenance, repair, and support work for multiple divisions.
2. Monitors quantity and quality of services provided by work crews to ensure safety and efficiency in operations. Takes corrective action, when necessary, to improve safety, efficiency, and customer service.
3. Develops, recommends, and implements safety standards and procedures. Inspects work crews to ensure safety procedures, policies and standards are routinely followed.
4. Prepares cost estimates for projects including hours required, equipment, and material costs.
5. Assists in the preparation of project and equipment bid specifications; recommends bid awards.
6. Supervises and inspects work of crews conducting sewer line inspection, maintenance, cleaning and repair work including operating closed circuit TV inspection equipment, rodding equipment, and high-pressure jet rodding equipment; supervises crew that locates and marks sewer line breaks to facilitate the repair process.
7. Oversees contracts with local contractors for backhoe and concrete work needed to repair problem areas and repair/replace curbs and catch basins.
8. Supervises wide variety of maintenance and repair activities including patching, filling of potholes and cuts, repairing sewer cuts, repair/replacement of sanitary sewer lines, manholes, catch basins, storm sewers, hauling fill materials, clearing right-of-way for construction, removal of snow or debris, salting and sanding of roads and bridges, and street barricading.
9. Responds to after hour emergencies; arranges for proper personnel and equipment to handle emergency situations.
10. Notifies utility companies of repair locations or ensures staff completes the notification timely.
11. Ensures adequate inventory of materials needed for routine and emergency maintenance and repair activities.
12. Directs periodic inspections of City streets, alleys, sewer lines, and potential problem areas to identify needed repairs and maintenance. Plans preventative maintenance activities to avoid emergency repairs whenever possible.
13. Meets with citizens to analyze and evaluate maintenance/repair concerns; communicates action

plan and timeline to respond to concerns.
14. Develops and maintains records of daily work crews' activities, division projects and activities. Prepares periodic reports for the Public Works Director and elected officials.
15. Contributes effectively to the Public Works Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.
16. Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process.
17. Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by providing critical input prior to the Department Director issuing a final recommendation for disciplinary action in compliance with the City's policies and procedures.
18. Participates in hiring and promotional processes by providing critical input to the Department Director and Human Resources regarding hiring and promotional opportunities. Cooperates and coordinates with the City Human Resources Department to comply with rules and regulations related to recruitment, hiring, and promotional processes.
19. Develops and manages multi division's annual budget and serves as the subject matter expert for divisional budget requests included in the departmental budget. Reviews and recommends budget expenditures for non-personnel costs, to the Department Director to ensure spending is minimized and services are maximized throughout the fiscal year, in compliance with the City's purchasing policies and procedures, and are authorized in the budget.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Principles and practices of supervision including employee training and evaluation; methods, materials, and equipment used in street maintenance and repair including subgrade and base preparation standards; location of streets and alleys in the City of Joplin; location of main sewer lines in the City of Joplin; operating procedures of high pressure sewer line flushing equipment and related equipment used in cleaning and maintaining main sewer lines; location of main sewer lines which have a history of stoppage problems; methods and techniques for estimating project costs; City Personnel Rules and Regulations; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with City staff and the public; understanding and following written and verbal instructions; planning, organizing, and directing maintenance and repair of municipal streets; planning, coordinating, assigning, and reviewing work of subordinate staff; understanding and interpreting complex rules, regulations, policies, and guidelines; analyzing work volume and efficiently utilizing staff resources to accomplish unit objectives; operating a variety of sewer line inspection, maintenance, and repair equipment; computer system applications; Microsoft Office Suite.

Education: High school diploma or GED equivalent required.

Experience: Five years full-time street construction, street maintenance, sewer construction, sewer maintenance and repair work, including at least three years of lead worker or supervisory experience.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. Possess and maintain a Class B Commercial Driver's License (CDL) throughout employment.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Requires training and work in trenches and confined spaces. Subject to emergency call-in as needed.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	