

TITLE: Utilities Superintendent

DEPARTMENT: Public Works

FLSA STATUS: Exempt

PRIMARY OBJECTIVE

The City of Cottage Grove is seeking an individual to provide leadership, planning, coordination and ongoing management of the water treatment, water distribution, sanitary sewer, and street lighting systems in a manner that will ensure the highest level of quality service to the residents, business owners, and visitors within the City of Cottage Grove. The Utilities Superintendent will also serve as a member of the division's leadership team and actively participate in strategic planning, problem solving, team building and sharing information to ensure all divisions within public works successfully achieve their mission.

SUPERVISION RECEIVED

Work is performed under the general direction of the deputy public works director.

SUPERVISION EXERCISED

Position exercises departmental supervision of the Foreman, Lead Worker, senior public service workers and public services workers employed within the city's utility division.

ESSENTIAL JOB FUNCTIONS

- a. Oversee utility operations functions of water treatment and distribution, wastewater collection, and street lighting systems. Assesses staff and equipment needs to provide the requisite maintenance of utilities infrastructure.
- b. Serves as the project manager/representative for the Utilities Division on capital projects. Attend construction progress meetings and supports Engineering.
- c. Plan, direct, and coordinate the operation and maintenance activities of water, sewer, and street lighting infrastructure.
- d. Solicit quotes for services, materials, and maintenance equipment necessary for execution of the planned and programmed activities within the utilities division. Review quotes and make recommendations.
- e. Assists the Deputy Public Works Director in preparing and administering the department's operating and capital expense budgets.
- f. Complete annual short and long-range planning for the Utilities Division.
- g. Plan, set priorities, and provide technical direction to the Utilities Division employees.
- h. Coordinate the maintenance of all equipment maintained.
- i. Perform the requisite construction quality assurance support to the engineering department on the delivery and acceptance of new water, new sanitary sewer, and

new street lighting infrastructure.

- j. Maintain an accurate record of activities undertaken, work accomplished, personnel, equipment, and material utilized as well as problems encountered.
- k. Respond to determine necessary actions related to life safety emergencies.
- l. Responsible for planning and implementing safety programs established by the Safety Committee to avoid and minimize accident potential, including the enforcement of environmental rules and regulations and the City's Safety Manual.
- m. Monitors and observes the asset management program and implementation including equipment, part inventories, and work order development, execution and record keeping.
- n. Utilize a team approach to reviewing and making effective recommendations for improving customer satisfaction and enhancing efficiency of service delivery through changes to departmental operations.
- o. Manage the City's water tower antenna leases and planned activities.
- p. Review water, sanitary sewer, and street light construction plans and provide recommendations to engineering department.
- q. Oversight of sidewalk and trail plowing operations.
- r. Responsible for supervision and evaluation of the Utilities Division staff. Provide leadership and coaching in the supervision of the City's Utilities Division employees. Provide on-going review and feedback concerning department goals, projects and priorities.
- s. Work with the Deputy Public Works Director on developing the annual training program and budget. Schedule and track training and employment development needs.
- t. Build and maintain a high-performance team through effective leadership, supervision, and development of staff.
- u. Perform such other duties as are consistent with the tasks of the position and as may be assigned by the Deputy Public Works Director.

MINIMUM REQUIREMENTS

- a. Bachelor's degree in public administration, Public Works, Engineering or a combination of ten (10) years work experience and education in the fields of public works or infrastructure management.
- b. Five (5) years progressively responsible experience in public works or infrastructure management.
- c. Valid driver's license.
- d. Two (2) years supervisory experience or having served in a leadership role.
- e. Valid Class "B" Water Supply System Operator certification, or ability to obtain within 12 months.
- f. Valid Class "SC" Waste Disposal Facility Operator certification, or ability to obtain within 12 months.
- g. Experience with budgeting and identifying long-term capital needs.
- h. Experience with OSHA requirements/mandates, employee Right-to-Know and CDL requirements.

- i. Ability to supervise staff, manage and resolve conflicts.
- j. Ability to manage multiple efforts in an efficient, effective and cooperative manner.
- k. Ability to develop and maintain positive and effective working relationships with other staff, commissions, Council, businesses, and the public.
- l. Ability to communicate clearly, both orally and in writing.
- m. Ability to physically move about properties, facilities and construction areas to carry out the duties of position.
- n. Experience with computer applications including Microsoft 365, Arc GIS and other software solutions in the areas of accounting, asset management, and budgeting.

DESIRED REQUIREMENTS

- a. Valid Class "A" Water Supply System Operator certification.
- b. Valid Class "SB" Waste Disposal Facility Operator certification
- c. Valid Class B Commercial Driver's License with tanker and air brake endorsements.
- d. Five (5) or more years related supervisory experience in a union setting.

DEFINITION OF PHYSICAL DEMANDS

DEFINITION	OUT OF AN 8 HR DAY	
Rarely	Less than 10% of time on a shift	Up to 48 minutes
Occasionally	Up to 33% of time on a shift	Up to 2 1/3 hours
Frequently	Up to 66% of time on a shift	Up to 5 1/2 hours
Continuously	67-100% of time on a shift	Up to 8 hours

PHYSICAL DEMANDS

STANDING: To take or maintain an upright position on the feet.

FREQUENTLY, when performing the essential job functions.

SITTING: To rest with the body supported upon the buttocks and the torso vertical.

OCCASIONALLY, when performing the essential job functions.

WALKING: To go or advance on foot; move by steps.

FREQUENTLY, on tile, black top and grass operating the course.

TALKING: To articulate in words.

CONTINUOUSLY, when interacting with customers.

SEEING: To perceive with the eye; visualize.

OCCASIONALLY, when performing the essential job functions.

HEARING: To perceive sound by the ear.

FREQUENTLY, when performing the essential job functions.

LIFTING: To exert strength necessary to move objects from one level to another.

	NEVER	RARELY	OCCAS	FREQ	CONT
Under 10#			XX		
10 - 25#			XX		
25 - 50#			XX		
50 - 75#			XX		
75 - 100#		XX			
Over 100#		XX			

LIFTING ACTIVITY:

OCCASIONALLY, when performing the essential job functions.

CARRYING: Transporting an object, usually holding it in the hands or arms or shoulders.

	NEVER	RARELY	OCCAS	FREQ	CONT
Under 10#			XX		
10 - 25#			XX		
25 - 50#			XX		
50 - 75#			XX		
75 - 100#		XX	XX		
Over 100#		XX			

PUSHING\PULLING: To exert force on or against an object, to move it away, or draw it to oneself.

RARELY, when performing the essential job functions.

CLIMBING: To ascend or descend ladders, scaffolding, stairs, poles or inclined surfaces.

RARELY, when performing the essential job functions.

WORKING ABOVE GROUND:

Activity is NEVER done.

BENDING: To flex an upper trunk forward.

OCCASIONALLY, when performing the essential job functions.

BALANCING: To maintain body equilibrium.

CONTINUOUSLY, when performing the essential job functions.

CROUCHING\STOOPING: To flex an upper trunk forward at the waist; partial flexion of knees.

RARELY, when performing the essential job functions.

KNEELING: Bending the legs at the knees to come to rest on the knee or knees.

Activity is NEVER done.

CRAWLING: To move entire body along a surface with hip\knee flexion and arm extension\flexion.

Activity is NEVER done.

TWISTING: To rotate upper trunk to right or left from neutral, while sitting or standing.

RARELY, when performing the essential job functions.

REACHING: To position arms with any degree of elbow flexion.

FREQUENTLY, when performing the essential job functions.

COORDINATION (eye, hand, foot): Operation of foot and hand controls.

Activity is RARELY done.

HAND COORDINATION	Right	Left	Both	How Often
Power Grip			XX	Rarely
Pinch Grip			XX	Rarely
Fine Manipulation			XX	Rarely
Wrist Rotation			XX	Rarely

MACHINES, TOOLS, EQUIPMENT

OCCASIONALLY, when performing the essential job functions.

MATERIALS AND PRODUCTS HANDLED

OCCASIONALLY, when performing the essential job functions.

VEHICLES AND EQUIPMENT USED

OCCASIONALLY, when performing the essential job functions.

ENVIRONMENTAL CONDITIONS

Inside 50 % Outside 50 %

Position will be both inside and outside. This position is subject to intense heat and cold from weather conditions.

REVIEWED BY:

Employee

Date

Supervisor

Date

CREATED OCTOBER 2019 – REVISED FEBRUARY 2026