

City of Cambridge

Job Description

Class Title	SUPERINTENDENT OF PUBLIC WORKS and WATER & WASTEWATER OPERATOR
Wages & Benefits	Negotiable – DOE & Certifications Competitive Benefits Package Immediate Opening – Position Open Until Filled

General Statement of Duties

Incumbent plans, manages, oversees and directs the operations and services of the Public Works Department which may include water treatment, water distribution, sewer treatment, sewer collection, storm water, streets, facilities and equipment maintenance, parks, and public areas and facilities. This position requires that the employee can operate numerous pieces of water and wastewater equipment, perform work with minimal supervision and maintain the required certifications or skills for the assigned job. The principal duties of this class are performed in buildings and outdoor environment that may involve inclement weather and potential personal hazards. Also coordinates activities with other City Officials, departments, outside agencies and organizations; Work is performed under the direction of the Mayor and the City Council. Coordinates activities with other City Officials, departments, outside agencies and organizations. Flexible hours.

Minimum Acceptable Experience and Training

- Must possess IBOL Water Treatment 1 or higher license, and Wastewater Treatment 1 or higher license. Must be able to obtain Water Distribution 1 and Wastewater Collection 1 licenses within 3 years.
- Applicant must possess and maintain a valid current Idaho driver's license. A CDL is not required because the City owns no heavy equipment.
- High school diploma or GED equivalency is required.
- Computer skills
- Willing and able to work alone in a one person public works dept.
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.

Examples of Work (Illustrative Only)

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Accepts full responsibility for all Public Works Department activities and services including activities associated with the operations and maintenance of water treatment, water distribution, sewer treatment, sewer collection, storm drains, streets, parks, and landscape, issuance of building permits, and capital projects construction, environmental affairs and local enforcement agency;
- Monitors the condition of the City's infrastructure, including streets, sidewalks, curbs, gutter, buildings, equipment, storm drains, water facility, sewer collection, parks landscape and other related facilities and equipment, and will perform maintenance, repair, and replacement;
- Operates the Water and Wastewater facilities
- Installing, maintaining, inspecting, sampling and performing repair work on water distribution and sewer collection systems, including water mains, service connections, meters, meter boxes, valves, culverts and other systems;
- Monitoring and repairing wells and pumps, booster pumps, checking tank levels and facilities
- Shutting off water when necessary; reading water meters when requested
- Cleaning, flushing and cleaning valves and lines, and storm drains
- Coordinates the operation, maintenance, and repair activities of water and wastewater services and systems, parks and streets.
- Locating and marking utility lines, including water and sewer, prior to excavation
- Monitoring and logging of plant and system operations; finding, troubleshooting and repairing facility problems; maintaining necessary records;
- Manages and coordinates the development of the Public Works Department's budget; monitors and approves expenditures; makes adjustment to the budget as necessary;
- Represents the Public Works Department to other organizations; Coordinates activities with other departments and organizations; Attends all City Council Meeting;
- Attends and participates in professional meetings as necessary; Stays current on issues relative to the field of public works and relative service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquires and complaints;
- Modern principles, practices and techniques of public work administration and organization and operation;
- Method and techniques of street maintenance, facilities maintenance, park and

- landscape maintenance, capital projects and public utilities;
- Applicable federal, state, and local laws, codes and regulations;
- Principle and practice of budget administration; occupational hazard and standard safety practices;
- Ability to interpret and prepare technical operating and analytical data;
- Ability to develop long-term plans and programs to make major policy decisions on complex technical and administrative problems;
- Produce written documents with clearly-organized thoughts with proper sentence construction, punctuation, and grammar;
- Knowledge of modern computer technology and its application in a municipal public work setting;
- Willing and able to perform other duties as directed.
- Offers of employment are made contingent upon passing a pre-employment drug screening, and upon satisfactory evaluation of the results of a background investigation.
- On call as needed.

Essential Physical Abilities

- Ability to lift up to 70#
- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review type written documents in both electronic and hard copy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related office equipment;