

# City of Cunningham

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## City Superintendent

### **Position Summary:**

Under the administrative supervision of the Mayor and City Council, the City Superintendent supervises the construction, maintenance, and repair of city streets, sewer system, and water distribution system, city parks, swimming pool, ball field and other city property, including the city landfill. Manual labor is a requirement of this position. The City Superintendent will perform administrative duties including making reports to the city council, preparing reports required by state and federal regulations, addressing citizen concerns and complaints relative to city maintenance in a timely manner, performing on-the-job training for subordinates as necessary and supervising their work.

### **Goals:**

The City Superintendent will work in cooperation with the Mayor and City Council to assure that all city facilities are neat and properly repaired, maintained, reliable, and meet the city's needs; and will maintain the general appearance of the city.

### **Position Requirements:**

Job duties require analytical ability and some formal mechanical training or experience. A High School Diploma or GED is required. A valid Kansas Driver's License is required. Small System Water Certification and Class I Wastewater Certification from KDHE is required following one year and within eighteen (18) months of the date of employment. (Note: An Operator in Training – OIT- Certificate must be obtained from KDHE upon employment until certification requirements are met. If the City of Cunningham population requires a different level of certification, the employee will follow KDHE guidelines to meet those requirements). This position requires the ability to read maps, diagrams, blueprints, and other technical materials. This position requires the ability to read, understand, and maintain maps and records of the city's water and sewer systems. This position requires computer skills and the filing of reports in a timely manner. This position requires a knowledge of construction materials, chemicals, and servicing water and sewer lines; and the ability to operate a tractor, backhoe, skid steer, dump truck, mowers and other light and heavy equipment as necessary to maintain the city. Adverse weather conditions and working around heavy equipment are factors in this position.

**Residency:** The City Superintendent is required to live within a five-mile radius of the City of Cunningham, unless specific arrangements are approved by the city council. An applicant for this position will be expected to fulfill the residency requirement within six months of employment. Failure to maintain residency without a waiver shall be considered cause for termination.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee must be capable of operating a variety of motorized equipment; must be capable of occasionally lifting fifty to one hundred pounds in a confined space during the execution of duties; must be capable of climbing in and out of ditches or sewer manholes (or similar structures) for inspection or repair purposes. This position requires extended walking, flexibility, manual dexterity, and hand/eye coordination adequate to use equipment as necessary. Must be able to work at heights well above ground level and in manholes and excavations below ground level.

**Examples of work:**

**Water system:** The City Superintendent maintains a Small System certification from KDHE; installs water lines, mains and services; authorizes new water taps and services; operates and maintains water tower telemetry system; maintains and repairs water mains, services, water tower, water wells, and fire hydrants; takes water samples and records test results (1. Microbiological analysis, 2. lead and copper, 3. daily chlorine residuals, and 4. Yearly Water Use report); reads meters monthly and as required; collects past due accounts; repairs or replaces non-working meters; and other duties consistent with maintaining the city water system.

**Wastewater:** The City Superintendent maintains a Class I certification from KDHE; installs sewer lines, mains and service taps; supervises yearly cleaning of sewer lines. Duties include daily maintenance of lift station and bar screen; mowing and maintenance of three-pond lagoon system; preventative maintenance for back-up generator; and other duties consistent with maintaining the city sanitary sewer system.

**Streets:** The City Superintendent repairs and maintains the streets and alleys within the city limits of Cunningham. This includes grading the gravel streets, mowing ditches, cleaning ditches, culverts, and curbs. Annual resurfacing of city streets is supervised by the city superintendent with advice from the city council and mayor. Other items include the removal of snow from city streets and sidewalks; addressing citizen complaints regarding city streets or sidewalks in a timely manner; and other duties consistent with maintaining the city's streets and sidewalks.

**Swimming Pool:** The City Superintendent maintains the mechanical equipment and physical appearance of the city swimming pool.

**Parks:** The City Superintendent maintains city parks and other public areas within the City of Cunningham. This includes mowing, edging, watering, spraying for weeds, trimming of trees, maintenance of park equipment, and other duties consistent with maintaining the appearance of the city parks.

**Office duties:** The City Superintendent will complete required reports in a timely manner and keep the city in compliance with KDHE rules and regulations. The City Superintendent will provide the City Clerk with time sheets for everyone in the department at the end of each pay period. The City Superintendent will work with the city council and mayor to monitor expenditures.

**Building Inspector:** The City Superintendent shall serve as the building inspector and enforcing officer for the City with respect to Chapter IV of the City Code. The City Superintendent shall serve as the enforcing officer for dangerous and unfit structures.

**Other duties:** The above listings are not intended to be inclusive of all of the responsibilities of this position. The City Superintendent will perform other duties as deemed necessary or assigned by the mayor and city council.

**Probationary period:** The City Superintendent will be subject to a six-month probationary period in order to achieve fulltime employment status. An employee terminated during the probationary period shall be considered a termination for cause.

**Employee Benefits:** The City Superintendent is entitled to the holidays, vacation, sick leave, and other leave, as well as health insurance, KPERS, and other benefits as described in the *Uniform Personnel Policies and Guidelines for the City of Cunningham*, approved January 19, 2009, and as amended thereafter.

All other rules established by the *Uniform Personnel Policies and Guidelines for the City of Cunningham* are applicable to this position, except when specifically addressed by this job description or as amended by action of the city council.

*The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position.*

*This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*