

City of Hillsboro, North Dakota
Job Opening 3/1/2024

Heading: Public Works Superintendent
Application Opening: August 1st, 2023 until filled
Closing Date: Until Filled
Start Date: May 1st, 2024, Possibly sooner.
Salary Range: \$60,000 to \$120,000 (depending on experience)
Hours: 7:30 am to 3:30 pm M-F with on call
Benefits: Full Family Health, Dental and Vision Insurance Paid By City Retirement Plan
Health Plan Summary: NDPers Sanford Health Plan (Grandfathered-in) <https://bit.ly/3Qh1HKn>
Submit to: Levi Reese, President of the Commission info@hillsboro-nd.us or Mail to P.O.
Box 400 Hillsboro ND 58045

Public Works Superintendent - City of Hillsboro
(updated 2/5/2024)

DESCRIPTION: The Public Works Superintendent shall perform administrative and professional work directing activities of the city—the Public Works Superintendent reports directly to the Board of City Commissioners.

EMPLOYMENT STATUS: All provisions of the Personnel Policy Manual of the city shall apply.

DUTIES AND RESPONSIBILITIES:

The Public Works Superintendent shall perform the following:

- A. Attend all city commission meetings and keep a complete record of its proceedings.
- B. Departmental Oversight:
 - a. Manage and provide leadership for multiple departments, including electrical, sewer, water, and streets, within the public works division.
 - b. Develop and implement departmental goals, objectives, and policies in alignment with the overall city or municipal objectives.
- C. Budget Management:
 - a. Prepare and manage departmental budgets, ensuring efficient allocation of resources, cost control, and compliance with financial regulations.
 - b. Monitor expenditures, revenue, and financial performance, making adjustments as needed.
- D. Project Management:
 - a. Plan, initiate, and oversee infrastructure and public works projects, ensuring they are completed on time, within budget, and meet quality standards.
 - b. Collaborate with engineering and planning departments to design and execute projects.
- E. Maintenance and Repairs:
 - a. Supervise the maintenance and repair activities of electrical systems, sewer systems, water distribution systems, and streets to ensure their optimal operation and safety.

- b. Implement preventive maintenance programs to minimize disruptions and extend the lifespan of infrastructure.
- F. Regulatory Compliance:
 - a. Ensure that all departmental operations comply with relevant federal, state, and local regulations, codes, and standards.
 - b. Obtain necessary permits and licenses for departmental activities.
- G. Personnel Management:
 - a. Recruit, train, and supervise departmental staff, including skilled trades workers, technicians, and administrative personnel.
 - b. Conduct performance evaluations, provide feedback, and promote professional development.
- H. Emergency Response:
 - a. Develop and implement emergency response plans for each department, including disaster preparedness and response protocols.
 - b. Coordinate with other emergency services during crises.
- I. Customer Service:
 - a. Respond to citizen inquiries, concerns, and complaints related to public works and infrastructure issues.
 - b. Maintain open communication with the public, local businesses, and community stakeholders.
- J. Technology and Innovation:
 - a. Stay informed about emerging technologies and industry best practices to enhance departmental efficiency and effectiveness.
 - b. Evaluate and recommend technology upgrades and improvements.
- K. Reporting and Documentation:
 - a. Maintain accurate records, reports, and documentation related to departmental activities, expenditures, and projects.
 - b. Prepare and present reports to municipal officials and stakeholders as required.
- L. Sustainability Initiatives:
 - a. Implement and promote sustainability initiatives within the public works departments, such as energy-efficient infrastructure, water conservation, and waste reduction.
- M. Interdepartmental Collaboration:
 - a. Collaborate with other municipal departments, such as planning, finance, and public safety, to ensure coordinated and efficient operations.

MINIMUM QUALIFICATIONS:

- A. Associate Degree
 - a. An Associate Degree in a relevant field, such as electrical, electrical engineering, business administration, civil engineering, or a related field.
 - b. Demonstrated knowledge of public works management principles, regulations, and practices.
- B. OR 5-10 Years of Experience
 - a. A minimum of 5 years of progressively responsible experience in a related field within the public works sector.
 - b. Experience in various aspects of public works management, including but not limited to electrical systems, sewer systems, water distribution, and streets.
 - c. Strong knowledge of relevant regulations, codes, and standards.

- d. Proven leadership and supervisory experience, with the ability to manage a diverse team.
- e. Excellent communication, organizational, and problem-solving skills.
- f. Familiarity with budget management, project management, and emergency response protocols.

PREFERRED QUALIFICATIONS:

A. Bachelors Degree

- a. An Bachelors Degree in a relevant field, such as electrical, electrical engineering, business administration, civil engineering, or a related field.
- b. Demonstrated knowledge of public works management principles, regulations, and practices.
- c. A minimum of 10 years of progressively responsible experience in a related field within the public works sector.
- d. Experience in various aspects of public works management, including but not limited to electrical systems, sewer systems, water distribution, and streets.
- e. Strong knowledge of relevant regulations, codes, and standards.
- f. Proven leadership and supervisory experience, with the ability to manage a diverse team.
- g. Excellent communication, organizational, and problem-solving skills.
- h. Familiarity with budget management, project management, and emergency response protocols.
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