

# City of Glyndon

Minnesota



City Council:

Mayor Tracy Tollefson  
Justin Schreiber  
Bryant DeVries  
Patrick McCoy  
Steven Ring

## Special Meeting Council Packet

### Hiring Public Works Superintendent

May 3<sup>rd</sup>, 2023, at 6:00 pm

### City Hall Council Chamber



**Glyndon City Council 5/3/2023**  
Agenda for Special Council Meeting at 6:00 p.m.  
Approving Hire for Public Works Superintendent  
City Hall Council Chambers

1. **Call to Order:** Mayor Tracy Tollefson
2. **Roll Call:**
3. **Recommendation/Discussion from the Hiring Committee** (*job description*)
4. **Approve Hiring Travis Braton for the Public Works Superintendent - Full-Time Exempt Position at a Salary of \$71,864.00 (\$34.55 hour) with 2 Weeks (80 hours) Vacation and 2 Weeks (80 hours) Sick Time** (*need a motion*)
5. **Open Forum** - *\*this is the time for the General Public to address the Council regarding this topic. The Open Forum shall not be used to make political statements, political endorsements or for any political campaign purposes.*
6. **Adjournment:**

*The next Council Meeting will be held Wednesday, May 10, 2023 at 7:00 a.m.*

# **JOB DESCRIPTION: PUBLIC WORKS SUPERINTENDENT**

## **CITY OF GLYNDON, MINNESOTA**

**Job Title:** Public Works Superintendent

**Department:** Public Works

**Status:** Full-time regular position, Exempt

**Benefits:** Qualifies for full-time benefits

**Reporting Relationship:** Reports to Mayor and City Council

**Supervisory Duties:** This position supervises maintenance staff and oversees contract workers.

**Position Details:** The Public Works Superintendent is responsible to plan, coordinate and supervise the departmental work activities, staff, and contractors and is accountable for the maintenance, operations, and repair of all City-owned infrastructure, facilities, equipment, and property.

### **Supervisory and Administrative:**

- Supervise staff including assisting with recruitment and selection, recommending hire and discharge, assigning work, and evaluating performance, coaching, training, rewarding, and disciplining.
- Monitor and direct the work activities of contract workers.
- Prepare, present, and administer the departmental budget.
- Promote effective community relations by positive and professional interactions with citizens and officials.
- Attend City Council meetings to answer questions and provide information.
- Evaluate workload, determine priorities, assign staff to work and ensure completion.
- Attend classes and meetings to maintain the required licenses, certifications, and professional knowledge.
- Prepare and submit required reports to state agencies, County and City.
- Maintain a variety of records relating to the operation and inspection of streets, wastewater, freshwater, equipment, and related buildings and facilities.
- Performs related duties as assigned or apparent.

### **Wastewater and Water Distribution Systems:**

- Responsible for monitoring and maintenance of a freshwater system, wastewater system and lift stations.
- Responsible for inspection, maintenance, operation and repair of pumps, hydrants, generators, hoses, and attachments of water systems.
- Oversee and perform installation, reading and repair water meters at homes and businesses.

### **Street, Parks and Grounds Maintenance:**

- Plan, organize, coordinate, supervise and evaluate programs, plans, services, staffing, equipment and infrastructure of the streets, parks, and City-owned property.
- Develop long and short-term goals in cooperation with City Council, staff, and City Engineer.

- Ensure safe conditions for staff and citizens for streets, parks and infrastructure including snow, ice, and flood control programs.
- Oversees animal and mosquito control activities.

**Vehicles and Equipment:**

- Responsible for procurement, maintenance, repair and operation of all maintenance vehicles, equipment, and tools.
- Ensures inspection of the equipment and performance of minor maintenance.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City.

**Position Requirements**

***Knowledge, Skills and Abilities:***

- Considerable knowledge of materials, methods and practices used in street, sewer, water systems and grounds maintenance including snow removal.
- Considerable knowledge of municipal street and park maintenance and cleanup operations.
- Considerable knowledge of materials, methods, and practices used in street, storm sewer, parks and grounds maintenance, and snow/ice removal.
- Considerable ability to schedule work and staff effectively and direct streets, parks, and water operations.
- Knowledge of public sector personnel rules, laws, and best practices.
- Considerable knowledge of vehicle and equipment operation, maintenance, and repair.
- Ability to work outside year-round, including during inclement weather.
- Ability to prepare and monitor a budget and maintain records.
- Ability to communicate effectively with City staff and the public.
- Ability to effectively use computer word processing and database applications.
- Ability to multi-task and accomplish assigned duties in a timely manner.
- Ability to apply a variety of procedures, policies and/or precedents and analytical ability in adapting standard methods to fit facts and conditions, using generally prescribed procedures.
- Ability to effectively communicate with others to carry out organizational programs requiring cooperation, explanation and persuasion and enforcement of laws, ordinances, policies, and procedures.
- Ability to foster and maintain positive, professional relationships with coworkers and the general public.

***Education:*** High School diploma or equivalent

***Requirements:***

- Must be 18 Years of age or older.
- Must successfully pass a pre-employment medical examination, including a drug screen, background check, and reference check.
- Must be able to provide proof of U.S. citizenship or legal right to work in the United States.
- Five years of relevant work experience.
- Must have supervisory experience.
- Valid Minnesota Class B Driver's License.
- Ability to work weekends and holidays, be on call and respond to calls during non-work hours.

**Licenses/Certifications:** This position will require the acquisition and maintenance of the following additional certificates/licenses:

- MDH Water System Operator Class C Certification.
- MDH Wastewater Operator Class D Certification.
- Pesticide Applicator License (mosquito spraying) within 2 months of hire.

**Physical and Mental Requirements:** Positions in this job typically require sitting, standing, crouching, walking, feeling, manual dexterity, grasping, talking, hearing, and seeing. This position is moderate to heavy duty and may require the exertion up to 50 pounds of force on occasion and the ability to lift, carry, push, pull and move objects. Must be able to operate pick-up, mower, tractor, plow truck, and bobcat.

*\*\*The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

**Working Conditions:** Work is performed both in-doors and out-doors with some exposure to weather conditions and temperature extremes. This position is subject to work outside the normal work schedule.

**Competencies Common to All City Positions:**

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable City policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all-important matters which pertain to the applicable job functions and responsibilities.
- Represent the City of Glyndon in a professional manner to the public, outside contacts and constituencies.

*\*\*The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*