

CITY OF FOWLER – JOB DESCRIPTION

TITLE: CITY SUPERINTENDENT

REPORTS TO: GOVERNING BODY

RESPONSIBILITIES:

City Superintendent is responsible for completion of all requirements for city water and sewer systems. Meet deadlines established. Inform Governing Body of needs to provide required city water and sewer service. City Superintendent should directly report to the Mayor on items that require immediate attention.

City Superintendent shall plan, organize, schedule, assign, and participate in work required for water, sewer, street, park, ball fields, golf course, city equipment and structures for operation of municipality.

City Superintendent shall follow established work plan, complete required task on time, and follow up with monthly report. City Superintendent shall attend monthly city meetings and provide reports/correspondences for activities.

City Superintendent shall establish and maintain effective working relationship with employees, vendors, and general public/citizens. City Superintendent shall use judgment in directing all operations. City Superintendent should be able to communicate effectively with employees and Governing Body. City Superintendent should be “on-call” on “off-normal” business hours and have a phone number that the emergency caller can get in touch with and will be answered. City Superintendent shall respond to various needs, complaints and requests from Governing Body and citizens in a timely and professional manner.

City Superintendent is responsible for managing maintenance worker and any summer employees.

City Superintendent should be able to work in variety of extreme weather conditions. City Superintendent should be able to handle physical activities which include lifting items up to approximately 60 lbs, bending, pushing, and walking over rough terrain when working outside.

Job requires employee to follow all rules of city handbook to complete work efficiently and safely and to perform all other duties as deemed necessary or assigned.