



City of North Sioux City
504 River Drive
North Sioux City, SD 57049
Phone (605)-659-5973
Fax (605)-659-0506

North Sioux City Job Description

Job Title	City Superintendent
Department	Public Works
Salary	DOQ
Supervisor	City Administrator

PURPOSE OF POSITION

Under the direction of the City Administrator the City Superintendent is responsible for the management and administration of the Public Works Department including streets, water, wastewater, stormwater, and levee.

ESSENTIAL DUTIES OF POSITION

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned as needed. This position is designed for 40 hours per week and minimal required overtime.

- Coordinate and organize staffing and operational activities for the public works department and employees
- Develop and implement goals, objectives, policies, and priorities for the infrastructure needs of the community and identify resources needed to accomplish these goals
- Assist City Administrator and City Engineer in developing priorities for future needs and capital improvement projects
- Determine and schedule daily duties for employees
- Direct snow removal for the City
- Direct and supervise public works projects and ensure proper safety procedures and equipment is used properly by employees in all areas of their work
- Assist staff in the preparation of annual budgets related to the department and administer the adopted budget through appropriate means
- Approve financial expenditures prior to submission to the Finance Officer
- Requisition necessary materials for repair and construction of city infrastructure
- Ensure proper care and disposition of City property assigned to the department and assist Finance Officer with proper inventory of City property
- In emergencies, perform such work as may be required for the general welfare and safety of employees and the public
- Assist in monitoring private construction projects to ensure that procedures used and materials used conform to City expectations
- Supervise and oversee the care and maintenance of all motorized equipment, specialized equipment, and City buildings
- Coordinate and supervise mosquito control programs and some code enforcement issues
- Provide for safe and quality work environment for employees
- Assist other City departments as needed



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- Establish and maintain working relationships with other agencies, departments, and administration
- Must have, or have the ability to obtain, proper sewer and water certifications through the state of South Dakota
- Perform all duties in compliance with the safety standards established by the City

In addition to the above tasks The City may designate duties as assigned to the employee for the purposes of accomplishing the overall goals of the City.

MINIMUM TRAINING, PHYSICAL REQUIREMENTS, AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Graduation from High School or GED program. A college degree in construction management, engineering, construction, or a related field is preferred. Five years of responsible progressive work experience in municipal government including computer and related software experience or an equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Regular standing, walking, and sitting will be required. The ability to lift or push objects weighing up to 50 lbs. stooping, kneeling, crouching and repetitive motions are required. Ability to maintain and operate heavy motorized equipment. Occasionally lift 100lbs.

Requires a thorough knowledge of modern infrastructure policies and practices. The ability to move effectively between multiple departments and maintain confidentiality. Ability to maintain records and reports regarding City services

Requires effective communication skills and the ability to assistance to customers verbally and through written form. Must be able to speak clearly, distinctly, and effectively. Must read in English and follow verbal and written instructions.

Work is normally performed in a variety of different settings including office, motorized vehicles, heavy machinery, and outside and occupational or environmental hazards may be involved. Must be able to work among multiple departments and transfer between these seamlessly.

Must be able to pass a standard background check.