

# **CITY OF DEERFIELD JOB DESCRIPTION**

Deerfield, Kansas

**JOB TITLE:** City Superintendent FLSA Status: Exempt  
**REPORTS TO:** City Administrator

## **POSITION PURPOSE AND OBJECTIVES:**

The City Superintendent is a salaried position. This position shall be responsible to manage, direct, control, and supervise all employees of the water, wastewater, refuse, animal control and public works departments within the city.

## **ESSENTIAL FUNCTIONS:**

1. Be responsible for the operations and maintenance of the city's services.
2. Keep in repair all streets and alleys
3. Shall remove snow and ice from city streets as soon as possible.
4. See that the storm water drainage systems (curb, gutter, inlets and outfall) are in proper working condition.
5. See that water meters are read on or as soon as possible on the 10<sup>th</sup> of each month.
6. Keep up-to-date maps of the water, wastewater and storm water drainage systems.
7. Keep up-to-date maps of city streets and boundaries.
8. Exercise general supervision and control over all purchases and expenditures concerning water, wastewater and public works in accordance with the budget and such policies as may be established by the governing body.
9. Perform such other duties as the City Administrator may direct.

## **GENERAL QUALIFICATIONS:**

1. Ability to communicate with the public in an effective manner.
2. Comprehensive knowledge of Water Wells and Distribution Systems
3. Comprehensive knowledge of Water Metering Systems
4. Basic mathematical skills, knowledge of Water Chemistry and Quality Standards
5. Comprehensive knowledge of Wastewater Collection Systems
6. Comprehensive knowledge of Wastewater Treatment Systems
7. Knowledge of KDHE Regulations
8. Knowledge of Refuse collections and recycling
9. Knowledge of Street maintenance and repair
10. General knowledge of turf management, landscaping and irrigation systems.
11. General knowledge of Building, Electrical and Plumbing codes.
12. Basic understanding of Zoning and Subdivision regulations.
13. General understanding of animal behavior and court proceedings.
14. Knowledge of city codes and enforcement procedures.

**EXPERIENCE:**

1. Minimum of two (2) years experience in Water, Wastewater and Storm Water Distribution.

**MENTAL AND PHYSICAL ABILITIES:**

1. Physical ability to perform daily work
2. Ability to move equipment and lift items or material in excess of 50 pounds
3. Ability to work in all weather conditions

**EDUCATION AND TRAINING:**

1. High School diploma or equivalent
2. Class II Water Certification from the State of Kansas
3. Class II Water Distribution Certification from the State of Kansas
4. Class II Wastewater Certification from the State of Kansas
5. Class II Wastewater Collection Certification from the State of Kansas

**SUPERVISORY RESPONSIBLY:**

1. Supervise city employees in the water, wastewater, refuse, animal control, and public works departments.

**WORKING CONDITIONS:**

1. This position involves work in an inside office and work in an outside environment year round in varying weather conditions.

The undersigned certify that this Job Description has been reviewed and understood.

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
Date

\_\_\_\_\_  
**City Administrator**

\_\_\_\_\_  
Date