

UTILITIES AND STREET MAINTENANCE SUPERINTENDENT

GENERAL PURPOSE

Performs a variety of supervisory, administrative, skilled, technical, and maintenance work in the planning, construction, operation, repair, maintenance, and replacement of City water, sewer, street, storm drainage, parks facilities, and systems.

SUPERVISION RECEIVED

Works under the general supervision of the City Administrator.

SUPERVISION EXERCISED

Exercises supervision over all Street Maintenance Department employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Department Leadership and Administration

- (1) Plans, schedules, assigns, directs, and inspects the work of Street Maintenance Department employees engaged in operating, repairing, maintaining, and improving City infrastructure, parks, facilities, grounds, vehicles, and equipment.
- (2) Supervises, trains, motivates, and evaluates employees; promotes teamwork, accountability, quality service, safe practices, and efficient use of resources; recommends and administers discipline in coordination with the City Administrator and City policy.
- (3) Develops short- and long-range maintenance programs, project schedules, operating procedures, and priorities based on infrastructure condition, service demands, seasonal needs, available resources, and City direction.
- (4) Assists the City Administrator in preparing and administering operating and capital budgets; monitors expenditures; develops estimates; recommends equipment and infrastructure investments; and purchases within approved budgets and policies.
- (5) Maintains records relating to personnel, inspections, maintenance, work orders, infrastructure, equipment, supplies, regulatory requirements, costs, and performance; prepares reports as requested.
- (6) Coordinates with City departments, engineers, contractors, utility providers, developers, regulatory agencies, and the public regarding projects, maintenance, interruptions, complaints, and infrastructure needs.

Street System

- (1) Plans, supervises, inspects, and participates in maintenance and repair of streets, alleys, rights-of-way, sidewalks, signs, pavement markings, and related infrastructure.
- (2) Coordinates and performs patching, crack sealing, surface treatments, sweeping, grading, shoulder maintenance, minor concrete work, and preparation for contracted projects.
- (3) Develops and implements snow and ice control operations; monitors conditions; mobilizes employees and equipment; establishes routes and priorities; and participates in plowing, sanding, deicing, and hauling.

- (4) Inspects street conditions and coordinates with engineers and contractors on construction, reconstruction, maintenance, warranty, and capital improvement projects.

Water Distribution System

- (1) Oversees and participates in operation, inspection, maintenance, and repair of water mains, valves, hydrants, service connections, meters, and related components within the City's responsibility.
- (2) Coordinates responses to leaks, main breaks, pressure concerns, interruptions, frozen facilities, and other system issues; determines the appropriate City response and communicates service impacts.
- (3) Coordinates flushing, valve exercising, hydrant maintenance, meter work, utility locating, inspections, and preventive maintenance.
- (4) Ensures work complies with applicable safety procedures, technical standards, City policies, and regulatory requirements, using appropriately qualified personnel or contractors when required.

Sanitary Sewer Collection System

- (1) Oversees and participates in inspection, cleaning, maintenance, and repair of sanitary sewer mains, manholes, lift stations, pumps, controls, and related equipment.
- (2) Coordinates responses to backups, blockages, overflows, lift-station alarms, equipment failures, and other emergencies; evaluates conditions and coordinates corrective action, notifications, and repairs.
- (3) Develops preventive maintenance and inspection schedules and maintains associated service and regulatory records.

Storm Sewer and Drainage Infrastructure

- (1) Oversees and participates in inspection, cleaning, maintenance, and repair of storm sewer mains, inlets, manholes, culverts, drainage channels, detention or retention facilities, and related infrastructure.
- (2) Monitors drainage conditions and responds to localized flooding, blocked inlets, erosion, washouts, and storm-related damage; coordinates corrective work and emergency protective measures.
- (3) Assists with applicable stormwater management practices, inspections, maintenance standards, and recordkeeping requirements.

Parks and City-Owned Properties

- (1) Plans, supervises, inspects, and participates in maintenance of City parks, playground areas, athletic fields, trails, landscaped areas, trees, turf, irrigation systems, park amenities, and public grounds.
- (2) Coordinates mowing, trimming, weed control, snow removal, litter collection, seasonal preparation, irrigation maintenance, minor repairs, and grounds-improvement projects.

- (3) Oversees routine maintenance and minor repair of City-owned buildings, shops, grounds, parking areas, and other properties; coordinates specialized repairs and contracted services when necessary.
- (4) Monitors parks, playground equipment, grounds, and City properties for hazards, damage, accessibility concerns, vandalism, and maintenance needs and takes prompt corrective action.

Equipment, Safety, and Emergency Response

- (1) Operates and ensures proper operation, inspection, cleaning, preventive maintenance, and repair of vehicles, heavy equipment, machinery, tools, and specialized systems assigned to the department.
- (2) Maintains inventories of parts, materials, supplies, fuel, tools, safety equipment, and emergency-response resources.
- (3) Establishes and enforces safe practices; provides safety instruction; corrects hazards; ensures appropriate traffic control and personal protective equipment; and supports compliance with occupational, environmental, and operational requirements.
- (4) Serves on call and responds outside normal working hours to snow and ice events, utility failures, severe weather, flooding, infrastructure damage, public hazards, and other emergencies; evaluates conditions, mobilizes resources, and coordinates corrective action.
- (5) Regularly performs hands-on fieldwork alongside assigned employees and performs skilled and semi-skilled maintenance work when operational needs require.

PERIPHERAL DUTIES

- (1) Responds professionally to questions, complaints, and service requests from residents, businesses, elected officials, and other stakeholders; investigates concerns, explains findings, and coordinates follow-up.
- (2) Assists other City departments and participates in special events, community projects, emergency operations, and interdepartmental work as assigned.
- (3) Attends meetings and provides operational information or recommendations to the City Administrator, City Council, boards, committees, and community groups when requested.
- (4) Performs related work and other responsibilities as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (1) Graduation from high school or GED certificate.
- (2) Minimum of four (4) years previous public works experience including at least two (2) years of experience relating to construction, repair, and maintenance of water, sewer, street, and storm drainage systems including the operation of related maintenance equipment. OR any progressively responsible experience in municipal public works, street maintenance, utilities, construction, equipment operation, parks maintenance,

facility maintenance, or a closely related field, including demonstrated experience directing the work of others.

- (3) Minimum of two (2) years supervisory experience.
- (4) Any equivalent combination of education, training, and experience that provides the

Necessary Knowledge, Skills, and Abilities:

- (1) Thorough knowledge of equipment, facilities, materials, methods, and procedures used in public water supply and distribution systems, sewer collection and treatment systems, storm drainage systems, and street systems; thorough knowledge of pipe installation, connection and repair; thorough knowledge of road construction and maintenance.
- (2) Skill in operation of the listed tools and equipment.
- (3) Skill in safely operating and maintaining vehicles, heavy equipment, machinery, hand tools, power tools, computers, mobile devices, communication equipment, and job-related software.
- (4) Ability to plan, prioritize, assign, supervise, inspect, and evaluate work; lead during routine operations and emergencies; and make sound decisions under changing conditions.
- (5) Ability to read and interpret plans, specifications, maps, utility information, operating manuals, policies, ordinances, regulations, and safety procedures.
- (6) Knowledge of employee supervision, work planning, budgeting, purchasing, inventory control, recordkeeping, customer service, and contractor coordination.
- (7) Ability to communicate clearly and professionally, verbally and in writing, and maintain effective relationships with

SPECIAL REQUIREMENTS

- (1) Must possess, or be able to obtain by time of hire, a valid South Dakota Drivers License. Commercial Driver's License (CDL) should be attainable within six (6) months of hire.
- (2) Must possess, or be able to obtain within six (6) months of hire, certification as a Class II Water Distribution System Operator and Class II Water Treatment Operator.
- (3) Must possess, or be able to obtain within six (6) months of hire, certification as a Class I Wastewater Treatment System Operator and Class I Wastewater Collection Certification.
- (4) Must possess, or be able to obtain within (6) months of hire, certification as a Commercial Pesticide Applicator License in Categories (G) General, (9) Public Health, and (4) Pesticide.
- (5) Availability for on-call duty and the ability to report outside normal hours, including evenings, weekends, and holidays, for snow and ice control, utility emergencies, severe weather, and other urgent conditions.

TOOLS AND EQUIPMENT USED

Knowledge of operation and use of motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, sewer jetter, street roller, backhoe, tamper, saws, pumps, compressors, sanders, generators, trencher and common hand and power tools. Skill in

use of detection devices, mobile radio, phone, GIS equipment, computers and relevant hardware and software.

PHYSICAL DEMANDS

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

While performing the duties of the job, the employee is occasionally required to use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must occasionally lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

Work is performed in office, shop, vehicle, utility, park, facility, construction, and outdoor settings. The employee regularly works in changing and adverse weather, near traffic and moving mechanical parts, and around noise, vibration, dust, fumes, chemicals, wastewater, uneven terrain, trenches, confined spaces, electrical hazards, and other conditions associated with public works operations. Appropriate safety procedures, training, and protective equipment are required. The noise level ranges from moderately quiet in office settings to loud in field and equipment settings.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview, background check, driving record check, and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer at the needs of the employer and requirements of the job change.

F.L.S.A STATUS: Exempt

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date: September 1st, 2026
Revision History: October 17th, 2026