

Apply By November 30th, 2022



Public Works Superintendent

Perry, Iowa

Public Works Superintendent Position Profile

About the Opportunity

The Perry Public Works Department is seeking a dedicated, team-oriented individual to perform a wide range of Public Works duties for the betterment and growth of the Perry community. Working under the direction of the Public Works Director, the Public Works Superintendent is responsible for the day-to-day operation and maintenance of the City's street, stormwater, sewage collection systems, and solid waste activities. Works under applicable State, City and industry regulations and policies to ensure a safe, dependable, and cost-effective operation of these systems. The person in this position ensures that all federal, state, and local regulations are met, and that departmental policies and procedures are followed to provide safe, dependable, and cost-effective operation of the municipal stormwater collection, wastewater collection, and public right of way systems. Directs supervisors and handles personnel functions for areas of responsibility. This position assists in establishing and implementing sound business practices, rates, and long-range plans.

About the Community

Perry is a thriving community of 8,000 residents in northern Dallas County, conveniently located on Highway 141 just 20 minutes from the Des Moines Metro. Dallas County is the 5th fastest growing county in the United States. Designated as one of Iowa's "Great Places," Perry boasts a combination of arts, history, culture, commerce, and recreation, unmatched to any other community of its size! Perry's walkable downtown is home to more than 30 buildings on the National Register of



Historic Places, multiple arts and culture festivals, as well as several murals and public art pieces, including four sculptures along the Willis Avenue boulevard that pay tribute to Perry's historical ties to the railroad, agriculture, industry and the arts. Additionally, Perry offers K-12 education options through the Perry Community School District and St. Patrick's Catholic School.

Des Moines Area Community College has a campus in Downtown Perry and there are several Public and Private Universities close by.

Discover the many treasures of Perry, including the historic Hotel Pattee, a fully restored Carnegie Library, unique shops, destination dining, photo ops and access to miles of paved trails on the Raccoon River Valley Trail and High Trestle Trail.

The City of Perry is a Mayor-Council with appointed Administrator form of government. The organization includes 50 full-time employees and an overall annual budget of nearly \$15 million.

About the Department



The Perry Public Works Department includes 11 full-time employees (including Public Works Director, Public Works Superintendent, and 6 Municipal Maintenance Workers), and 3 Sanitation Workers. The department fulfills functions including street maintenance, snow removal, signage and signals, ROW maintenance, residential and commercial refuse collection, commercial recycling, etc.

Department equipment includes: 6 Pickup trucks with snow blades, 4

International plow trucks, Cat end loader, 3 skid loaders, street sweeper, tractors, bucket truck, haul truck, 2 garbage trucks, 1 arm truck, and several other machines.

The department generally expects to be able to replace at least one piece of equipment each year. It is a department priority to provide all employees with up-to-date personal and department equipment as needs arise. We strive to develop leadership and training opportunities within the department to ensure continued success and long-term sustainability. This includes leadership classes, promotion opportunities, as well as safety and work training monthly

Facilities:

The Public Works Department Street Division are in 3 buildings at 1301 W4th St. The Sanitation Department is housed in 1 building located next to the Wastewater Treatment Facility at 14325 Ivy Place



About the Position

Job Duties and Accountability

- Supervises and directs the operation and maintenance of the street network, storm drainage, sewer collection, and solid waste control systems.
- Plans annual, monthly, weekly, and daily work schedules and prioritizes projects taking into account the resources of the Department and the Public Works Department's overall progress and goals. Schedules preventative maintenance and emergency repairs.
- Oversees and directs supervisory staff in planning and implementation of personnel assignments. Provides oversight in determining personnel requirements, specific work management tasks assigned to each individual or shift and provides quality control supervision to ensure satisfactory performance of duties.
- Recommends physical improvements necessary or desirable to maintain or improve efficient operation of the airport, street network, sewage collection, and stormwater systems. Prepares recommendations for the annual capital improvement program.
- Develops maintenance planning schedules for physical improvements necessary or desirable to maintain or improve efficient operation of the city's assets.
- Assists with annual budget for assigned areas of responsibility and operates within fiscal constraints. Prepares recommendations for capital improvement program to the Public Works Director.
- Responsible for personnel functions for areas supervised including organization plans, staffing, employee training and professional development, performance appraisals, disciplinary actions, and final selection of employees. Supervises consumer and community service activities such as utility locations, complaint investigation and citizen inquiry.
- Supervises and provides oversight of the City's solid waste program, including collection and disposal best practices.
- Represents Department on various internal committees involved in emergency planning and emergency response.
- Represents the City at various regional boards and commissions as directed by the City Administrator.
- Attends workshops and seminars as approved to further develop knowledge, skills, and abilities in order to develop new or to maintain and enhance areas of expertise.
- Assists other departments as requested.
- Follow OSHA procedures to ensure safety policies and procedures are enforced for the protection of crews, co-workers and public.
- Other duties may be required and assigned.

Application Requirements

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

- Associates degree in civil engineering, management, public administration, or closely related field.
- Valid driver's license and good driving record.
- Subject to a post-offer drug and alcohol screening and background check.
- Minimum of five years demonstrated complex program and project management experience required. Must be in one or more of the task areas related to the assignment (solid waste, street maintenance, storm drainage and sewer collection system maintenance).
- Minimum of three years of supervisory experience required.
- A combination of relevant education and experience which demonstrates the skills, knowledge and abilities required to perform the job will be considered.

Preferred Training and Qualifications:

- Bachelor's degree in civil engineering, management, public administration, or closely related field.
- Wastewater Operator Certification

Salary and Compensation

The City of Perry offers a competitive benefits package that includes a salary range of \$70,000 to \$78,000, depending on the experience and qualifications of the successful candidate. Additional benefits include health, dental, vision and life insurance, long term disability, IPERS, vacation, sick leave, nine holidays, two personal days, clothing allowance, and a Recreation Center Membership.

Cover letter and resume can be sent to the attention of Josh Wuebker, Public Works Director.

E-mail: Josh.wuebker@perryia.org,

Mail: Josh Wuebker, Public Works Director, Perry City Hall, 1102 Willis Ave P.O. Box 545, Perry, Iowa, 50220.

Applications will be accepted through November 30th, 2022.

The City of Perry, Iowa is an Equal Opportunity Employer.