

**CITY OF ESCANABA  
JOB OPENING  
ASSISTANT PUBLIC WORKS SUPERINTENDENT**

The City of Escanaba is seeking qualified applicants for the position of Full-Time Assistant Superintendent for the Public Works Department. This position is under the direct supervision of the Public Works Superintendent and is responsible for the City's vehicle and equipment fleet, and for assisting in all aspects of day to day management of the Public Works function. The position requires an Associate's degree or higher, with 5 or more years of progressively increasing job responsibilities in the area of fleet management or vehicle service management.

Residency within 20 radius miles of the Escanaba City limits is required. Applicants must submit a resume and a letter of interest, including salary requirements, via e-mail to [hr@escanaba.org](mailto:hr@escanaba.org), with Assistant Public Works Superintendent as the subject. Submissions will also be accepted via postal mail addressed to City of Escanaba, Attn: Human Resource Director, P.O. Box 948, Escanaba, MI 49829.

Before applying, applicants are required to review the complete job description at <http://www.escanaba.org/jobopenings>. The deadline for submissions is Friday, November 9, 2018, 4:00 p.m. The City of Escanaba is offering a competitive salary and benefits package including health insurance, paid time off, and retirement plan.

The City of Escanaba is an Equal Opportunity Employer

## **JOB DESCRIPTION**

### **ASSISTANT SUPERINTENDENT PUBLIC WORKS DEPARTMENT**

Class Title: Assistant Superintendent

Department: Public Works

Status: Non-Union, Overtime Exempt, At Will

Salary: Dependent Upon Qualifications

Date: September 19, 2018

#### **GENERAL PURPOSE**

Employee manages procurement and maintenance of all City vehicles and equipment; also assists the Public Works Superintendent in all other aspects of the day to day management of the Public Works Department.

#### **SUPERVISION RECEIVED**

Duties are performed under the direct supervision of the Public Works Superintendent.

#### **SUPERVISION EXERCISED**

Supervises equipment repairmen and all other Public Works employees.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develop and oversee equipment preventative maintenance program in the context of the City's five-year equipment procurement program.
- Oversee the stocking of parts necessary for the maintenance of all equipment (tires, filters, bulbs, scraper blades, etc.).
- Schedule and supervise repair of City vehicles and equipment.
- Prepare computerized records and reports relating to equipment purchases, maintenance, repairs, and all other aspects of the Public Works operation.
- Assist in hiring, evaluating, and disciplining employees.
- Manage departmental operations in the absence of the Superintendent.
- Prepare the equipment and vehicle budget and assist in preparation of the departmental budget.
- Train employees in the proper use of equipment.
- Prepare and evaluate equipment and vehicle bids.
- Manage the department's safety program.

#### **PERIPHERAL DUTIES**

Office administration and community relations.

#### **CONSEQUENCES OF ERROR**

Failure to adequately perform duties could result in personal injury, damage to equipment, or financial harm to employer.

#### **DESIRED MINIMUM QUALIFICATIONS**

Applicants should possess an Associate's degree or higher with 5 or more years of progressively

increasing job responsibilities in the area of fleet management or vehicle service management. Specialized training in heavy equipment, diesel, and automotive maintenance and repair is also desirable.

### **NECESSARY KNOWLEDGE, SKILLS & ABILITIES**

- Strong knowledge of diesel and gasoline powered equipment repair.
- Knowledge of OSHA and MIOSHA regulations.
- Ability to prepare and maintain accurate records and reports.
- Ability to work effectively with the public, other officials, and employees.
- Must be proficient in the use of computers with emphasis on MS Office applications.

### **SELECTION GUIDELINES**

Selection is based on strength of resume/application, education, experience, and personal interview. Performance on pre-employment tests may also be used as a selection criterion.

### **RESOURCES USED**

Desktop and/or Laptop Computer, CFA fleet maintenance software, Microsoft Office Software, Copiers, Phones, Fuel System Software.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to reach, walk, hear, sit, talk, and use hands to finger, handle, feel, and operate objects or tools. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, and smell. The employee regularly lifts/moves up to 10 pounds and occasionally moves up to 100 pounds. The job requires close vision, distance vision, color vision, peripheral vision, and the ability to focus.

### **WORK ENVIRONMENT**

Work is performed in various environments including inside an office, a shop environment, and outdoors. The employee is occasionally exposed to wet, cold, and humid conditions. The employee occasionally works in high, precarious places and is occasionally at risk of electrical shock. The employee is frequently exposed to toxic or caustic chemicals, fumes, and airborne particles. The noise level in the work environment varies from quiet to loud.

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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 as the needs of the employer and requirements of the job change.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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