



CITY OF TIOGA POSITION DESCRIPTION

Position Title: Street & Water Superintendent
Department: Street & Water/Wastewater

Date: June 16, 2026
Status: Non-Exempt

GENERAL PURPOSE

To manage, organize, and direct the programs, staff, and activities of both the Street/Landfill Maintenance Division and the Water and Sewer Maintenance Division, including the construction, maintenance, repair, expansion, and relocation of streets, drainage systems, water distribution, and sewer collector facilities.

Functional areas of responsibility encompass street cleaning, right-of-way mowing, mosquito control, traffic control, and the direct coordination and supervision of Maintenance Worker staff. This role ensures strict compliance with operational requirements, evaluates and determines the manpower, materials, and equipment required for various projects, and provides comprehensive technical staff assistance to both the Street Commissioner and the Water/Wastewater Commissioner.

SUPERVISION RECEIVED

Works under the general supervision of the City Commission.

SUPERVISION EXERCISED

Exercises supervision over maintenance staff members.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assume management responsibility for the operations, services, and activities of the combined Street, Landfill, Water, and Sewer Maintenance Divisions.

Plan, implement, direct, and coordinate the City's water and wastewater collection systems, as well as comprehensive street maintenance programs including resurfacing, patching, cleaning, right-of-way mowing, mosquito control, and traffic sign installation.

Direct, schedule, and review the work plan for department employees; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.

Select, train, manage, motivate, and evaluate assigned personnel; work with employees to correct deficiencies; and complete related personnel matters, including performance evaluations.

Participate in the development and administration of the department budget; forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; and requisition needed supplies.

Recommend the purchase of equipment, write equipment specifications, and manage the efficient use of maintenance time, materials, and machinery.

Monitor and evaluate the efficiency and effectiveness of operational methods, procedures, and construction programs; recommend appropriate service and staffing levels; and research infrastructure needs.

Inspect infrastructure and work sites—including streets, sidewalks, curbs, gutters, drainage channels, water/sewer lines, pump stations, and related facilities—before, during, and after project completion to ensure quality.

Supervise, participate in, and maintain accurate infrastructure records, line location maps, valves, manholes, maintenance logs, and the preparation of required department reports.

Prepare cost estimates for maintenance and repair activities, and create plans or sketches for minor street, water, and sewer maintenance projects.

Ensure strict adherence to safe work practices and methods by all personnel in accordance with local, state, and federal regulations.

Represent the department to personnel from other city departments, divisions, outside agencies, developers, and contractors to coordinate activities.

Respond to citizens' questions, complaints, and requests for service; meet with community members to assess issues, identify solutions, and demonstrate problem resolution.

Perform any and all other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Five years of experience with at least two years of supervisory experience in Public Works including water and waste water maintenance and repair work and a High School Diploma or GED; or
- (B) A degree from an accredited college or university with major course work in civil engineering, business or public administration, is desirable.

Necessary Knowledge, Skills and Abilities:

- (A) **Core Infrastructure & Maintenance:** Principles, practices, materials, methods, and equipment used in street, right-of-way, water, and wastewater utility maintenance, construction, and repair programs
- (B) **Utility & System Operations:** Operation of water production, pumping, storage, distribution, metering, customer service, wastewater collection, and treatment systems
- (C) **Engineering & Geography:** Practical elements of civil engineering relating to streets, drainage, and traffic control, combined with a deep knowledge of city geography, streets, and major utility, sewer, and drainage networks
- (D) **Safety & Compliance:** Occupational hazards, standard safety precautions, backflow prevention, industrial pre-treatment programs, and federal, state, and local laws, codes, ordinances, and regulations.
- (E) **Equipment & Technology:** Operation and maintenance of various tools, two-way radios, telephones, personal computers, GIS, and other applicable software systems.
- (F) **Program Administration:** Plan, organize, implement, and evaluate comprehensive street, drainage, and utility maintenance programs, including conducting studies and preparing cost-effective reports.
- (G) **Management & Budgeting:** Principles of organization, municipal purchasing, budget administration, personnel management, and the development of goals, objectives, and procedures.
- (H) **Leadership & Supervision:** Ability to manage, supervise, and direct assigned programs, services, operations, and personnel
- (I) **Communication & Collaboration:** Establish and maintain effective working relationships, maintain deep knowledge of City ordinances, policies, and procedures, and communicate them clearly and concisely, both orally and in writing.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid commercial driver's license; possession of or ability to obtain any and all necessary landfill, water and waste water certification from the State of North Dakota Department of Health within the first year of employment.

Tools and Equipment Used:

Road grader; front-end loader; truck/end dump with blade and/or sander; sweeper; tractor or deck mower; small utility or pick-up truck; jet machine truck; Bobcat, Skid steer, personal computer, including word processing, spreadsheets and database software; telephone; radio; fax and copy machine.

PHYSICAL DEMANDS

Outdoors and office setting, with travel from site to site. Some exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain. Work schedule varies from week to week, season to season. Work environment is both formal and informal, team oriented, having variable tasks, pace and pressure.

Primary functions require sufficient physical ability to work in an office setting and operate assigned vehicles and motor/office equipment. Continuous sitting and upward and downward flexion of neck, fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls and office equipment; Frequent side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling and twisting at waist; moderate wrist torque to twist equipment knobs and dials, lifting objects weighing up to 50 pounds from below waist to above shoulders and transporting distances up to 50 yards. Occasional squatting, kneeling and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals.

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hear in the normal audio range with or without correction.

WORK ENVIRONMENT

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

to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application; review of education and experience; appropriate testing and oral interview; background check; drug screening final selection and employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period; rating of education and experience; oral interview 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 as the needs of the employer and requirements of the job change.

REVIEW AND APPROVAL

Employee's Signature: _____ Date: _____

Street
Commissioner Signature: _____ Date: _____

Commission
President Signature: _____ Date: _____

Effective Date: _____ Revision History: _____