



NOW HIRING: CITY SUPERINTENDENT

The City of New Florence is accepting applications for the Position of City Superintendent. This position oversees the City Water, Sewer, Gas, Streets, City Maintenance and City Parks Departments. This is a supervisory position with a wide range of maintenance and improvement activities related to public works.

Work involves responsibility for scheduling and planning repair and maintenance projects, coordinating work assignments, supervising and inspecting work related to City street maintenance, snow and ice control, electrical maintenance, utility locates, Mapping data collection, utility distribution and collection system maintenance and other related construction projects. The incumbent manages projects to ensure that work is performed safely, efficiently, and effectively, in accordance with standard public works practices and procedures. Work is performed under the general direction of the City Board of Aldermen.

Examples of Duties:

- Plans, programs, coordinates, directs, and supervises activities of the department as well as supervises, trains, and evaluates personnel.
- Prepares capital, equipment, materials, and personnel budgets for assigned program areas, tracks costs and analyzes cost effectiveness, authorizes purchases, obtains price quotations, maintains records of work.
- Coordinates work activities with other departments, agencies, and the public.
- Responds to inquiries by utility and construction companies, contractors, other outside agencies, and the public; coordinates work as necessary.
- Responds to emergency situations; schedules response crews, allocates necessary supplies and equipment, directs activities, and supervises work.
- Supervises buildings and grounds maintenance of all city facilities.
- Supervises snow and ice control operations and other emergency operations as required.

Typical Qualifications:

- Water Distribution DS-II License
- Waste Water Treatment D License
- Natural Gas Operators Certification
- Possession of a Missouri CDL Driver License or able to acquire.
- A minimum of three (3) years of relevant training and experience is required.
- An equivalent amount of training, education, and experience which provides the knowledge, skills, and abilities may be substituted for the minimum requirements.

This position will remain open until filled.

**Please send all resumes and applications to
City of New Florence, 217 S. Main, PO Box 70,
New Florence, MO 63363.**