

ORDINANCE NO. 18

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF PAULLINA, IOWA, 2010 BY AMENDING PROVISIONS PERTAINING TO SUPERINTENDENT OF UTILITIES.

Be it enacted by the City Council of the City of Paullina, Iowa:

SECTION 1: TITLE I, CHAPTER 4, ARTICLE 14, SECTION 14.01, 14.02 AND 14.03. "Superintendent of Utilities and Powers and Duties" is amended by removing the old ordinance section and by adding hereof to read as follows:

14.01 SUPERINTENDENT OF UTILITIES. A superintendent of utilities shall be appointed by the council to serve at its pleasure and shall work under the direction of the council. The Superintendent of Utilities position shall be divided as follows: Superintendent of Water, Sewer and Public Works and Superintendent of Electric Utilities.

14.02 POWERS AND DUTIES: The powers and duties of the Superintendents of Utilities shall be as follows:

(Code of Iowa, Sec 372.13(4))

1. AUTHORITY. One Superintendent of Utilities shall serve as the water superintendent, sewer superintendent and street superintendent. The other Superintendent of Utilities shall serve as the electric superintendent.
2. RECORDS. Maintain written records of inspections of any utility as required by State and Federal Law or as required by the council.
3. REPORTS. Make to the mayor and council, oral or written reports on department activities as necessary or requested.
4. Any other powers and duties described in other ordinances.

14.03 POWERS AND DUTIES. SUPERINTENDENT OF WATER SEWER AND PUBLIC WORKS.

1. Shall serve as Water Superintendent, Sewer Superintendent, and Public Works. (includes the storm water system)
2. Make oral or written reports to the Mayor or Council as required.
3. Be familiar with the City's safety programs and see that safety equipment is properly used in the field and that employees have safe working conditions.
4. Be responsible for the repair and maintenance of City owned equipment and vehicles, and safe operation of the same.
5. Maintain inventories of repair materials for all utilities and streets such as meters, wire, valves, water line, hydrants, poles, street signs, sign posts, etc.
6. Be responsible for the maintenances and operation of the water plants, wells, pumps, water distribution system, and water storage system.
7. Be responsible for the waste water collection system including sewer mains, manholes, manhole inspection, lift stations and the five-cell lagoon system.

8. Be responsible for inspecting streets and alleys and make repairs and improvements as necessary and also recommend to the Mayor and Council any street improvements.
9. Assign tasks to full time field employees and part-time summer employees and assure the work is done and completed in an orderly, timely and efficient manner.
10. Promote Paullina Municipal Utilities in a positive manner.
11. Attend utility meetings to keep abreast of advances in utilities, new products, new rules/regulations, etc.
12. Shall evaluate field employees using an approved employee evaluation form.
13. Attend training as approved by City Council
14. Perform any other duties as required by the Mayor or Council.
15. Shall have a valid Iowa Commercial Driver's License (CDL).
16. Shall be familiar with OSHA safety regulations as required on the job site.
17. Encouraged to attain a Grade II Water Certificate and a Grade II Waste Water Certificate.
18. Be first aid and CPR certified.
19. Shall be in charge of snow removal.
20. Shall be responsible for ordering materials/labor for all utilities.
21. Be responsible for utility reports.
22. Shall attend all council meetings.
23. Be responsible for monitoring Continuing Education requirement of employees.
24. Determine who shall attend training for each utility.
25. Shall coordinate with the City Clerk all activities of city employees.
26. Shall attend all official meetings of the city council and its committees; and to prepare in cooperation with the Mayor and City Clerk, the agenda and order of business for the city council and committee meetings.
27. Shall coordinate with the City Clerk the supervision, taking and recording of inventories.
28. Shall coordinate with the City Clerk purchasing of items as may be necessary, economical or advisable.
29. In cooperation with the City Clerk, be responsible for the training of city employees and for continuing education to retain any certification already earned, and shall keep a record of training and Continuing Education Units (CEU's) earned.
30. Shall take charge of all city-owned buildings and grounds; and in cooperation with the City Clerk, administer the operation, maintenance and improvements of all city owned property, lands and buildings, and be responsible for the security of same.
31. In cooperation with the City Clerk, have charge of the making and preservation of all surveys, maps, plans, drawings, specifications, and estimates for public works or public improvements, the cleanings, sprinkling, and lighting of streets, alleys and public places, the collection and disposal of wastes and the preservation of tools, equipment, vehicles and appliances belonging to the Municipal Corporation.

32. In cooperation with the City Clerk, manage all municipal parks, airports and all municipal water, lighting, power plant and sewer facilities, and streets.
33. Shall supervise in cooperation with the City Clerk, the performance of all contracts for work to be done for the city, make all purchases of materials and supplies are received and are of the character and quality called for by the contract.
34. Represent the city in intergovernmental matters and affairs as directed by the Mayor and city council.
35. In cooperation with the City Clerk, keep the city council informed of conditions of the city and of its future needs.
36. Shall assist the Zoning Administrator of the City of Paullina.
37. Shall represent the City in a positive manner with other communities in the area and with the community of Paullina.
38. Shall live withing 5 miles of the corporate boundaries of the City of Paullina.
39. Author and present a weekly report to the Mayor and Council describing and outlining tasks and projects completed in progress and on hold.
40. Assist full time and part time employees with outside tasks as may be needed or required.
41. Assist in preparing the budget.
42. Be responsible for sampling water for assorted tests of the distribution system as stated in the Water Suply Operation Permit.
43. Develop the necessary sampling plan for bacteria as required by the Iowa D.N.R
44. Record water test results for transmittal to the Iowa D.N.R.
45. Shall obtain certification to apply chemicals to turfgrass and right-of-way.
46. Shal possess a high school diploma.
47. Shall read meters on a monthly basis.
48. Shall be on call every other weekend.
49. Shall be able to operate assorted equipment (see list).

EQUIPMENT TO BE OPERATED

1. Front end loader
2. Motor road grader
3. Tractors
4. Aerial lift
5. Digger Derrick
6. Backhoe
7. Dump trucks – with/without snow plow
8. Sewer jet
9. Tar machine
10. Portable electric generators
11. Sump pumps/trash pumps
12. Pack/tamp machine

14.03 POWERS AND DUTIES OF THE ELECTRIC SUPERINTENDENT

1. Shall serve as Electric Superintendent.
2. Make oral or written reports to the Mayor or Council as required.

3. Shall be responsible for the inspection of transmission line and distribution system according to the Inspection Plan file with the Iowa Utilities Board.
4. Shall be responsible for the maintenance of the transmission line and distribution system at all times. Will physically inspect the distribution and transmission systems according to the Inspection Program filed with the Iowa Utility Board.
5. Shall be responsible for the operation and maintenance of the electric plant. Make any necessary repairs to distribution systems and transmission system.
6. See that the electric department vehicles/equipment are inspected and maintained as required.
7. Be familiar with the City's safety programs and see that safety equipment is properly used in the field and that employees have safe working conditions.
8. utilize safety equipment/materials when working on the distribution system and on other utilities.
9. Shall be responsible for the maintenance of an inventory of items for the electric distribution system.
10. Assign tasks to full time field employees and part time summer employees and assure the work is done and completed in an orderly, timely and efficient manner.
11. Promote Paullina Municipal Utilities in a positive manner.
12. Attend utility meetings to keep abreast of advances in utilities, new products, new rules, regulations, etc.
13. Shall evaluate field employees using an approved employee evaluation form.
14. Attend training as approved by City Council.
15. Perform any other duties as required by the Mayor or Council
16. Shall have a valid Iowa Commercial Driver's License (CDL).
17. Shall be familiar with OSHA safety regulations as required on the job site.
18. Be first aid and CPR certified.
19. Shall assist with snow removal.
20. Shall be responsible for ordering materials/labor for the electric utility.
21. Be responsible for utility reports.
22. Shall attend all council meetings.
23. Computer skills are needed.
24. Be responsible for monitoring Continuing Education requirement of electric employees.
25. Determine who shall attend training for the electric utility.
26. Shall coordinate with the City Clerk all activities of city employees.
27. Shall attend all official meetings of the city council and its committees; and to prepare in cooperation with the Mayor and City Clerk, the agenda and order of business for the city council and committee meetings.
28. Shall coordinate with the City Clerk the supervision, taking and recording of inventories.
29. Shall coordinate with the City Clerk purchasing of items as may be necessary, economical or advisable.
30. In cooperation with the City Clerk, be responsible for the training of city employees and for continuing education to retain any certification already earned, and shall keep a record of training and Continuing Education Units (CEU's) earned.

31. Shall take charge of all city-owned buildings and grounds; and in cooperation with the City Clerk, administer the operation, maintenance and improvements of all city-owned property, lands and buildings and be responsible for the security of same.

32. In cooperation with the City Clerk, have charge of the making and preservation of all surveys, maps, plans, drawings specifications, and estimates for public works or public improvements the cleaning, sprinkling, and lighting of streets, alleys and public places, the collection and disposal of wastes and the preservation of tools, equipment, vehicles and appliances belonging to the Municipal Corporation.

33. Shall supervise in cooperation with the City Clerk, the performance of all contracts for work to be done for the city, make all purchases of materials and supplies are received and are of the character and quality called for they contract.

34. Represent the city in intergovernmental matters and affairs as directed by the Mayor and city council.

35. In cooperation with the City Clerk, keep the city council informed of conditions of the city and of its future needs.

36. Shall assist the Zoning Administrator of the City of Paullina.

37. Shall represent the City in a positive manner with other communities in the area and with the community of Paullina.

38. Shall live within 5 miles of the corporate boundaries of the City of Paullina.

39. Author and present a weekly report to the Mayor and Council describing and outlining tasks and projects completed in progress and on hold.

40. Assist full time and part time employees with outside tasks as may be needed or required.

41. Assist in preparing the budget.

42. Be a graduate of a certified electrical training program.

43. Shall read meters on a monthly basis.

44. Shall be on call every other weekend.

45. Shall be able to operate assorted equipment (see list)

EQUIPMENT TO BE OPERATED

1. Front end loader
2. Motor road grader
3. Tractors
4. Aerial lift
5. Digger Derrick
6. Backhoe
7. Dump trucks – with/without snow plow
8. Sewer jet
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11. Sump pumps/trash pumps
12. Pack/tamp machine

SECTION 2: SEVERABILITY CLAUSE: If any section, provision or part of this ordinance shall be judged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 3: WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed and adopted by the Council of the City of Paullina, Iowa, on this 6th day of July, 2020.

John Ihle, Mayor

ATTEST:

Sandy Fritz, City Clerk

I certify that the foregoing was published as Ordinance No. 18 on the 16th day of July, 2020.

Sandy Fritz, City Clerk