

## **POSITION DESCRIPTION**

Class Title: Supervisor of Public Works

Department: Street and Alleys

Classification: Management

### **GENERAL PURPOSE:**

Perform complex supervisory, administrative and professional work in planning, organizing, directing, and supervising the Public Works Department, including environmental, maintenance and repair of water and sewer infrastructure, street, traffic control, light, and other Public Works projects and programs.

### **SUPERVISION RECEIVED:**

Work under the broad policy guidance and direction of the City Administrator, Mayor and City Council.

### **SUPERVISION EXERCISED:**

Exercise supervision over Public Works staff as assigned.

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

Supervise maintenance and repair of water and sewer infrastructure, maintenance department non-management personnel, support staff and parks, either directly or through subordinates.

Determine work procedures, prepares work schedules, and expedites workflow.

Issue written and oral instructions

Issue written and oral reprimands and in consultation with the City Administrator, recommend other discipline including suspensions and terminations.

Assign duties, performs and examines work for exactness, neatness, and conformance to policies and procedures.

Studies and standardizes department policies and procedures to improve efficiency and effectiveness of operations.

Maintain harmony among workers and resolve grievances.

Prepare and document budget requests, administers adopted budget in assigned areas of responsibility.

Plan, organizes, coordinates, supervises and evaluates programs, plans, services, staffing, equipment and infrastructure of the Public Works Department.

Evaluate Public Works needs and formulates short and long range plans to meet needs in all areas of responsibility, including transportation, street, water, sewer, drainage, light and Park maintenance.

Determine applicable codes, regulations, and requirements for assigned projects.

Oversees construction projects to ensure contractor compliance with time and budget parameters for the project.

Provides input on all comprehensive plans i.e. sewer, water, capital improvements and all other plans involving municipal infrastructure.

Review engineering plans and specifications, provide input as needed.

Coordinate the preparation of reviews and updates the sanitary, water, storm drainage, and street system maps and data base.

Oversee the maintenance of infrastructure and other records.

Respond to Public or other inquiries relative to department policies and procedures. Evaluates issues and options regarding municipal public works and makes recommendations.

Maintain regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding city activities and services.

Monitor Inter-Governmental actions affecting Public Works.

Be available for unplanned emergency events that require overtime 24 hours a day/7 days a week. This includes snow and storm removal and other unforeseen emergency situations.

Perform all additional tasks as assigned.

#### **PERIPHERAL DUTIES:**

Assist in the training of City personnel in the Public Works systems and techniques.

Perform duties of subordinates as needed.

#### **DESIRED QUALIFICATIONS:**

Education and Experience:

- (A) Minimum of six (6) years previous Public Works experience including at least two years' utilities experience.
- (B) Any equivalent combination of education and experience.

#### **NECESSARY KNOWLEDGE, SKILL AND ABILITIES:**

- (A) Skill in operation of the listed tools and equipment.
- (B) Ability to communicate effectively, verbally and in writing with employees, consultants, other governmental agency representatives, City officials and the general public.

#### **SPECIAL REQUIREMENTS:**

- (A) Certificate of graduation from high school or GED equivalent.
- (B) Must possess a valid State Driver's License or ability to obtain one prior to employment.
- (C) Have or acquire a CDL within 6-months of employment.
- (D) Residency within Minonk City limits within 6-months of employment.

#### **TOOLS AND EQUIPMENT:**

Computer skills including word processing, spreadsheet and data base software, motor vehicle, phone, radio, heavy machinery and equipment.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed as working Supervisor in the field. Some work is required in the inspection of various land use developments, construction sites or public works facilities.

While performing the duties of this job, the employee is occasionally required to stand, walk, use hands to fingers, handle, feel or operate objects, tools, or controls and reach with hands and arms.

The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl and smell.

The employee must frequently lift and or move up to 25 pounds and occasionally lift and move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### **WORK ENVIRONMENT:**

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

While performing the duties of this job, the employee occasionally works in the outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet/humid conditions, fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock.

The noise level in the work environment is usually loud in the field setting, and quiet in office setting.

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 the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The practice of personal use of the telephone or cellular phone within the work place shall be kept at a minimum unless, however, such use is of an emergency nature. Otherwise, such use shall be reserved for the lunch hour or normal break periods and conducted in a manner that does not disrupt the work of other employees.

### **SELECTION GUIDELINES:**

Formal application, rating of education and experience, oral interview and reference check, job related tests may be required.

The position is an at will position hired by the Mayor with the advice and consent of the city council.