

CITY OF WATERVILLE POSITION DESCRIPTION		
PUBLIC WORKS SUPERVISOR		
DEPARTMENT PUBLIC WORKS	SUPERVISOR ADMINISTRATOR-CLERK	SUBORDINATES ALL PUBLIC WORKS EMPLOYEES

DEFINITION:

Under the general supervision of the Administrator-Clerk, the Public Works Supervisor is responsible for the implementation of Public Works policies and programs and the coordination of the activities of the various divisions of the department (streets, parks, wastewater and water systems).

ESSENTIAL FUNCTIONS OF THE JOB:

- Prioritizes and schedules daily work agendas and provides lead in all department operations.
- Provides recommendation when hiring employees within the department.
- Works with and corresponds with regulatory agencies.
- Calls snow emergencies and decides when to sand intersections.
- Works with and provides input to city engineer for expansion and upgrade of infrastructure.
- Recommends improvements to equipment and provides estimates for city budget.
- Records and maps curb stops, valves, manholes, etc.
- Gopher State locate requests.
- Makes decisions and purchases equipment/supplies for department, within reasonable limits.
- Collects water and wastewater samples for the State Department of Health and MPCA on a monthly/weekly basis.
- Inspect lift stations and pump houses on a regular basis. Add chemicals as needed.
- Oversee sidewalk assessments.
- Schedules and assists in weekend plant checks.
- Assist in performance reviews.

- Performs physical and mental demand and work environment requirements for this position.

ADDITIONAL FUNCTIONS OF THE JOB:

- Mows and trims grass on right of ways and at the park; sprays for weeds and fertilizers; plants, trims, and removes shrubs as needed. Sprays for mosquitoes.
- Maintains and repairs streets and alleys including patching potholes and cracks; laying gravel; blading and sweeping; Paints curbs and stripes to designate pedestrian crosswalks.
- Plows, shovels, de-ice, and sands City streets and sidewalks in front of City buildings.
- Responds to calls involving plugged sewers, sewer backups, water main breaks, leaks, and frozen water lines.
- Cleans storm sewers, catch basins and sand traps.
- Installs and maintains traffic signage.
- Reads water meters and records information; check meters and gauges, pumps and control panels to verify correct operation of equipment. Installs or replaces water meters.
- Maintains water mains, valves and water hydrants, including the flushing of hydrants.
- Performs miscellaneous cleaning, maintenance, and repair work on City owned buildings. Empty trash barrels.
- Puts up and removes banners and holiday decorations.
- Oversees and assists the work of summer employee, assigning work, training, etc.
- Make sure portable generator is ready in case of power failure.
- Performs other related functions as assigned or apparent.

EQUIPMENT USED:

Utilizes a wide variety of motorized, electric, and hand tools, as well as motorized vehicles including, but not limited to, street sweeper and pay loader.

REQUIRED KNOWLEDGE AND ABILITIES:

- Knowledge of municipal public works administration, planning and design.
- Ability to supervise the preparation of plans and specifications for streets, sewers, storm drains, water distribution and treatment and other public works projects.
- Ability to plan and supervise the work of professional, technical, and field employees engaged in departmental activities.
- Ability to prepare clear and comprehensive reports.
- Ability to supervise the preparation of budget requests and funding proposals and to justify such items.
- Ability to establish and maintain effective relationships with public officials, employees, and the public.

MINIMUM QUALIFICATIONS:

- High school diploma or GED.
- Possession of a Class C Water and Class B Wastewater operator's certificates.
- Possession of a valid MN Class B Drivers License. Must obtain Airbrake Endorsement within one (1) year of employment, as directed by the administrator-clerk.
- Three years of experience in street and storm sewer construction and maintenance, operation of heavy equipment and dealing with the general public.

DESIRABLE QUALIFICATIONS:

- Vocational or technical training in water and wastewater operations or one year experience in these fields.
- Be willing to obtain other licenses as needed or requested by the Administrator-Clerk.

CONDITIONS OF EMPLOYMENT:

- Must comply with organizational and departmental policies.

Due to the need for a timely off-duty response to emergencies, this position is required to live (maintain a principle residence) within a 30-minute drive as measured to the corporate city limits of Waterville as a condition of employment. The driving time is

defined as driving under normal driving conditions and at not greater than posted speeds. Employee must establish this principle residence within one (1) year of appointment.

WORK SCHEDULE:

- The typical work hours for this position are 7:00 a.m. to 4:00 p.m., Monday – Friday. Other hours may be required as assigned and/or needed.
- Participates in 24-7 on-call rotations.

WORK ENVIRONMENT/MENTAL/PHYSICAL DEMANDS:

The work environment characteristics described 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.

This position requires the employee to work alone, with others, around others and have contact with the public. This position will work inside, outside, in confined spaces, on uneven ground and underground and be exposed to dust, dirt, fumes, gases, chemicals, noise, excessive noise, vibration, infectious diseases, pressurized equipment, explosive material/equipment, burning material/equipment, moving objects, heat, extreme heat, cold, extreme cold, wetness, humidity, and marked changes in temperature or humidity. Activities that will **occur continuously, more than 7 hours**, are: twisting; climbing; reaching at shoulder level with the right, left and both shoulders at the same time; use of fingers and hands; handling; fine manipulating; use of right, left, and both feet at the same time; talking; hearing and seeing with near vision, far vision, depth perception, accommodation, field of vision, smelling; and carrying and lifting up to 10 pounds. Activities that **occur frequently, 4 to 7 hours** are: problem solving, analytical ability, verbal communication, concentration, working with interruptions and time management, crouching; kneeling; climbing heights; reaching above and below shoulder level with the right, left and both shoulders at the same time; use of the sense of touch; seeing with color vision; and carrying and lifting up to 24 pounds. Activities that **occur occasionally, 1 to 3 hours** are: written communication, interpersonal skills, organizational skills, creativity, bending/stooping; squatting; pushing; and carrying and lifting up to 34 pounds. Activities that **occur infrequently, up to 60 minutes**, are: crawling; carrying and lifting over 75 pounds. This position will require the ability to drive an automobile, truck, or equipment.

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.