

PW-MAINTENANCE SUPERVISOR

Job Description

Approved: 12-21-2021

I. IDENTIFYING INFORMATION

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| JOB TITLE: | Public Works Maintenance Supervisor | WORK/PAY STATUS: | Full-time, Hourly |
| SUPERVISOR: | City Council | FLSA STATUS: | Nonexempt |
| DEPARTMENT HEAD: | Public Works Maintenance Supervisor | PAY GRADE: | 7 |
| DEPARTMENT: | Public Works | WORK SCHEDULE: | Flexible |
| WORK LOCATION: | Maintenance Shop & Various Work Sites | OFFICE HOURS: | As needed for appointments and visitors |

II. PURPOSE STATEMENT

PURPOSE & NATURE OF WORK:

Serves as department head to manage the City's public works department and maintenance operations that impact the health, welfare, and safety of city residents. Exercises overall and direct responsibility for several public service functions including water treatment/supply, wastewater collection, surface infrastructure, parks and other landscape/green areas, and city-owned buildings/facilities. Manages budget and promotes the effective and efficient use of resources. Fully participates in administrative activities including short- & long-term plans, policies, operating and capital budgets, employee relations, contractor management, and legal compliance. Plans and manages in-house projects and works closely with consulting engineer and others to design & manage capital improvement projects.

This position regularly participates in the department's field and production work.

III. ORGANIZATIONAL RELATIONSHIPS

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| Reports to: | City Council, Council Committees |
| Works closely with: | City hall staff, consulting engineer, advisory bodies (e.g. Planning Commission) |
| Communicates with: | |
| <i>Internally:</i> | All other city employees and volunteers (including fire department) |
| <i>Externally:</i> | Other public works superintendents & directors, other water & wastewater superintendents and operators, MDH, MPCA, DNR and other county/state/federal agencies, professional organizations/associations, consultants and contractors, suppliers & vendors, developers and landowners, business owners, utility customers and residents |
| Supervises: | Regular part-time employee and seasonal/temporary workers |

IV. DELEGATION OF AUTHORITY

AUTHORITIES & CURRENT APPOINTMENTS

As department head the incumbent has authority to control various systems, processes, and activities subject to Council's policy guidance. Working with the City Council and City Clerk, the incumbent prepares department's budget, capital improvement plans, and equipment replacement plans and administers the budget in compliance with the City's purchasing policy and state requirements for bids/RFPs. The incumbent has the authority to decisively respond to urgent and emergency situations in accordance with City policies/guidelines and generally-accepted standards and practices. Acts as City's principal liaison to local/state/federal public agencies for assigned areas.

Appointments: None.

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V. ESSENTIAL FUNCTIONS

The left column lists the position's major areas of accountability and core responsibilities/key priorities. The right column specifies recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other duties and tasks may be assigned, by the position's Supervisor, according to City needs.

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| DEPARTMENT ADMINISTRATION & MANAGEMENT <ul style="list-style-type: none"> » Planning & Budgeting » Policies & Procedures » Laws, Rules & Regulations » Records & Information Management | <ul style="list-style-type: none"> a. Prepares, executes, and evaluates operating plans, policies and procedures for assigned department's operations and work activities. Daily coordinates and controls the systems, processes, and activities to comply with state and federal laws/rules/regulations and according to Council policies. b. Personally handles or oversees the preparation and maintenance of complete and accurate records. Ensures required reports are completed and submitted to appropriate agency. c. Prepares department's draft operating budget in cooperation with the City Council and City Clerk; administers Council-approved budget; and keeps the Council informed of significant and noteworthy financial concerns and issues. d. Attends Council meetings to report on the department's operations, programs, and activities; attends relevant city boards/commissions/committees as directed/needed; and keeps City Clerk regularly informed. |
| OPERATIONS & MAINTENANCE <ul style="list-style-type: none"> » Seasonal-Daily Maintenance Activities & Tasks » Inspections » Equipment Repairs & Services » Cost Control/Quality Control » Recordkeeping » Equipment Replacement | <ul style="list-style-type: none"> e. Plans and schedules seasonal maintenance activities; oversees and participates in daily work; and provides leadership and guidance to subordinates on more difficult & complex problems. f. Serves as department's primary licensed operator of the municipal water supply and wastewater collection systems & facilities: collects and tests, as appropriate, water samples, making process adjustments as necessary to maintain the quality of water; regularly inspects & checks equipment and machinery; and inspects new service connections and processes other utility locate requests. g. Oversees and participates in the seasonal maintenance activities for city streets, roads, and other surfaces (parking lots, sidewalks, etc.): performs routine maintenance tasks such as patching, crack filling/sealing, and snow plowing/removal, and ice control. Handles seasonal decorations. h. Performs inspections of city-owned culverts and bridges, managing Council-approved repairs and replacements. i. Oversees and participates in the maintenance of park grounds and amenities: monitors mowing/trimming tasks; maintains playground equipment; prepares for cold weather season by winterizing water & sewer lines & bathrooms. j. Oversees and participates in the maintenance of the City's brush and compost site. k. Oversees and participates in building & grounds maintenance activities. l. Oversees and participates in the development, maintenance and use of the department's physical and electronic files related to the assigned physical & capital assets including maps & diagrams, sketches/drawings/blueprints, registries/inventories, manuals and specifications. m. Oversees equipment maintenance activities through regular observation of employees' pre-operation checks. Conducts spot checks as well as fuller inspections on tools/equipment/machinery to make various determinations (operating condition, useful life, etc.). Recommends equipment replacements by preparing plans in conjunction with City Clerk. n. Oversees the usage of materials and supplies and provides guidance and direction as appropriate. |

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V. ESSENTIAL FUNCTIONS (cont.)

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| CAPITAL IMPROVEMENTS, CONSTRUCTION & PROJECT MANAGEMENT » CIP » Construction Management » Project Management » RFP/Bidding Processes » Consultant/Contractor Management » Project Cost Accounting | <p>o. Participates in the City's planning process for capital improvements by working closely with city appointed/elected officials and consultants: keeps informed of relevant industry changes and conducts research and analysis as appropriate; makes recommendations to the Council about anticipated growth and direction for City's infrastructure, and carries out Council-approved plans, projects, and initiatives.</p> <p>p. Works with the City's elected/appointed officials to identify and finalize expectations and goals for various public works construction projects. Works with consulting engineers and other consultants to develop plans, specifications, and other documentation for construction projects. Coordinates the City's bidding/RFP process.</p> <p>q. Oversees contractors and closely monitors project costs and timelines. Prepares, or directs the preparation of, reports for: 1) internal use; 2) review by City decision makers; and 3) submission to governmental agencies. Oversees detailed and accurate recordkeeping.</p> <p>r. Manages a variety of seasonal and other smaller, in-house projects (repairs/replacements/installations) that can be accomplished by department staff. Tracks project costs and maintains necessary paperwork.</p> |
| SUPERVISION OF DEPARTMENT EMPLOYEES » Employee Relations » Hiring/Interviewing » Supervision & Work Scheduling » Performance Management » Discipline/Safety » Training & Development | <p>s. Undertakes, or effectively recommends to the City Council, the full complement of supervisory functions for supervised positions such as staffing/hiring/ interviewing, managing work schedules including leave approvals, assigning/ prioritizing/reviewing work, coaching and evaluating performance, training and staff development, influencing compensation/rewards, and initiating discipline/ discharge per City policy and under Council's final approval for hiring and firing.</p> <p>t. Oversees and <u>regularly</u> participates in department's work: supervises employees' performance and reviews work output, assigns special duties and projects, and performs work tasks of subordinate positions as needed.</p> <p>u. Promotes workplace safety through ongoing efforts related to employee training and awareness as well as personal observation and feedback.</p> |
| COORDINATION WITH OTHER DEPARTMENTS » Joint/Shared Responsibilities » City-wide projects, events, & activities » Emergencies | <p>v. Works closely with other departments to coordinate work and perform any shared responsibilities, particularly during city/community events.</p> <p>w. Coordinates work with city hall by sharing information, actively seeks input/feedback and provides the same, and informs City Clerk about important public works and city-wide issues & concerns.</p> <p>x. Works closely with other staff on unsafe/urgent situations and emergencies.</p> |
| EXTERNAL COMMUNICATIONS/ RELATIONS » City Representation & Liaison » Intergovernmental Relations » Business Relations » Public Relations » Media Relations | <p>y. Represents City before various outside entities: establishes and maintains relationships with a variety of individuals and groups; interacts with consultants and contractors; and informs City Clerk of significant or noteworthy concerns and issues.</p> <p>z. Engages and interacts with peers and colleagues in all levels of government to share information, discern issues and concerns, and improve performance/ productivity of assigned areas of accountability.</p> <p>aa. Receives requests for information, complaints, and other input/feedback about the Public Works Department and personally responds. Informs City Clerk of noteworthy problems/complaints and refers any policy matters for the Council's consideration.</p> |

VI. OTHER DUTIES & RESPONSIBILITIES

- Performs other duties as directed by the City Council or apparent to the incumbent.

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VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

| Knowledge of; | Skill in; | Ability to; |
|--|---|---|
| <ul style="list-style-type: none"> ▪ each major area of accountability ▪ City's and Department's organizational structure, operations, programs and activities ▪ City's geography, business & residential areas, and infra- & super-structure ▪ laws, rules and regulations applicable to City government, including OSHA and other safety-related laws, rules, and regulations ▪ budgeting/accounting principles & bookkeeping practices ▪ management principles and practices as they apply to public sector ▪ office automation and other technologies (e.g. SCADA, GIS/GPS, etc.) useful for municipal operations ▪ City and department policies and procedures ▪ program management, process control and improvement, and workflow management ▪ OMR of public works and utilities | <ul style="list-style-type: none"> ▪ providing leadership/supervision to employees and promoting a positive and motivational workplace ▪ establishing and maintaining cooperative and productive relationships with a variety of individuals and groups ▪ analyzing and planning department's operations ▪ developing alternatives; including cost/benefit and other pros & cons of various options ▪ analyzing data, preparing reports, and providing/presenting reliable information and sound advice to decision makers ▪ communicating, both verbally and in writing; and using an appropriate degree of tact depending on the situation ▪ using information technologies to increase work productivity ▪ reading/understanding plans, maps, blueprints, specifications, etc. ▪ preparing/administering budgets ▪ operating a variety of public works equipment and machinery | <ul style="list-style-type: none"> ▪ handle not public data and other sensitive information IAW state statute and City policy ▪ keep current on public works/utilities and related issues through participation in/contact with appropriate organizations, agencies, and other bodies ▪ continually improve personal knowledge base and keep current with best practices, new technologies, and industry trends ▪ cope with the mental stress of the position ▪ lift, carry or move objects up to 50-75 pounds ▪ lift, carry or move heavier objects with assistance implement Council policies and carry out directives ▪ interpret and administer policies with consistency and uniformity ▪ interact with various local & community organizations ▪ work beyond normal work hours as well as evenings, some weekends, and holidays ▪ attend meetings within and outside the City |

VIII. MACHINES, TOOLS & EQUIPMENT REGULARLY USED

Machines, tools, and equipment regularly used: Typical office equipment; radio and phones, including personal cell phone; and City vehicles.

All machines, tools, and equipment listed for subordinate positions.

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IX. MINIMUM HIRING REQUIREMENTS

Includes pre-requisite training, experience, licenses/certifications, KSAs, and other credentials for applicant to be qualified for further consideration. An equivalent combination of education and experience may be considered during the hiring process and in a promotional context.

For Use
in
Hiring
and
Promotions

1. High school degree or equivalent.
2. Some supervisory experience or demonstrated ability to lead others in work tasks.
3. Functional competency in the operation of relevant equipment and machinery.
4. Current Class D water and Class SD wastewater certificates (or ability to obtain within employer's specified time-frame).
5. Valid Minnesota Class A driver's license with air brakes endorsement (or ability to obtain within six months of employment).

X. PREFERRED QUALIFICATIONS (not all-inclusive)

Additional preferred qualifications and job-related characteristics—referenced elsewhere in this description and other job documentation—might be used in the evaluation of applicants, candidates, and/or finalists during an open, competitive hiring process and in a promotional context.

For Use
in
Hiring
and
Promotions

- ❖ Some post-secondary training in water and/or wastewater technology, public works, operations management, construction management or related program.
- ❖ Specific experience in public works areas including street maintenance, parks & green space maintenance, and building & grounds maintenance.
- ❖ Experience as first-level or higher supervisor including responsibility for scheduling, assigning/prioritizing, directing employees and reviewing work results.
- ❖ Knowledge of, and/or experience with, budgeting, project management, and administrative duties including reporting & record keeping.
- ❖ Experience working with decision making boards and advisory bodies.

XI. WORKING CONDITIONS (summary only)

Includes characteristics related to both the job itself and its work environment as the work is currently performed. Changes or adjustments to the job and work environment, not including the position's essential functions, may be permitted to comply with federal and state disability laws.

Response Time
Requirement:

30 minutes

Subject to all the working conditions of operator positions. For meeting attendance and depending on seasonal work activities, construction projects, as well as weather & other events works outside normal hours including evenings/nights/weekends. Must be able to respond, in-person, to urgent and emergency situations. Covers weekend checks and on-call rotation only when needed.

Work environment includes working around moderate to loud noises, fumes, and chemicals. Ability to read, understand and follow SDS and take appropriate steps to properly use, store, and dispose of hazardous materials. Ability to follow established protocols and supervisory direction in emergencies.

THIS IS A SAFETY-SENSITIVE POSITION SUBJECT TO THE CITY'S DRUG AND ALCOHOL TESTING PROGRAM.

Data Practices Notice for City Employees with Restricted Access/Use Privileges

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during the course of your employment with the City. You are expected to access and use—with proper safeguards & security measures—only the data necessary to complete specific work duties or work assignments and to do so in full compliance with City policies & procedures and state statutes. You should also take reasonable actions to ensure the data are not viewed or accessed by individuals without a legitimate work reason. Once the work reason to access the data is reasonably finished, you must properly store the privileged data according to the provisions of Minnesota State Statutes, Chapter 13. (NOTE: Refer any questions to the City Clerk.)