

# CITY OF SILVER LAKE

## POSITION DESCRIPTION (#104)

<b>Title:</b> Public Works Supervisor	<b>Division:</b> Public Works
<b>Reports To:</b> City Council	<b>Department:</b> Public Works

### Scope of Job

#### General Statement of Duties

Performs general maintenance duties on all municipal property and infrastructure. Desires at least one license in water or wastewater operations applicable to the city's systems.

#### Supervision Received

Works under the general and administrative supervision of the City Clerk/Treasurer. Department Direction from the City Council.

#### Supervision Exercised

Maintenance Workers and seasonal/temporary maintenance staff.

### Duties and Responsibilities

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

#### General Duties:

- Directs and prioritizes maintenance and repair of streets and related facilities.
- Directs and prioritizes maintenance and repair of equipment and shop area.
- Sweeps and plows streets, public parking lots, sidewalks and building entrances.
- Fills potholes, repairs and maintains manholes and catch basins.
- Mows grass on city property and performs light grounds maintenance.
- Performs cleaning and maintenance tasks on public buildings including, but not limited to painting, minor repairs, floor care.
- Assists with the set up and cleaning of the auditorium when requested by the Municipal Liquor Store Manager.
- Assists city contractor with the operation of the water and wastewater system.
- Directs and prioritizes maintenance and repair of the water and wastewater system and related facilities in conjunction with city contractor.
- Investigates utility related problems and issues.
- Locates underground utility facilities.
- Secondary response as a backup to city contractor to emergency situations during high-water or power outage events.
- Reads water meters.

Administrative Duties

- Proposes short- and long-term goals and objectives for the department.
- Recommends and implements policies and procedures to ensure a safe, efficient and effective work environment.
- Recommends improvements in the operation and infrastructure of the city.
- Prepares daily, monthly and annual reports on facilities and operations.
- Verifies invoices for payment and refers same to city office for payment; reviews and approves timecards and leave requests.
- Prepares an annual budget; monitors the budget during the year and recommends changes as necessary.
- Assists the Personnel Officer with recruiting and hiring staff.
- Trains and familiarizes staff with facilities, operations, policies, and procedures.
- Supervises, reviews, and evaluates staff.
- Schedules, assigns, and prioritizes work.
- Coordinates purchasing of supplies, materials, and services.

Other Duties

- Performs daily inspection of city infrastructure and facilities.
- Assists persons with general questions regarding municipal operations.
- Performs other related duties as assigned by the City Council.
- Other duties as assigned.

**Knowledge, Skills and Abilities**

- Knowledge of general maintenance and mechanical practices and procedures and the ability to apply them in job situations.
- Desired knowledge of operation and maintenance of water and wastewater systems and ability to meet federal and state requirements and guidelines.
- Skilled in the operation of trucks and heavy equipment.
- Skilled in the use of various types of hand and power tools.
- Ability to understand and carry out complex tasks involving numbers and prepare reports.
- Ability to safely lift and carry objects weighing up to 40 pounds.
- Ability to supervise staff and accept supervision.
- Ability to perform a wide range of physical manual labor in a safe manner.
- Ability to work in adverse weather conditions and at irregular hours.
- Ability to deal courteously and tactfully with the public, vendors, elected officials, and state officials.
- Ability to establish and maintain effective working relationships with other employees.

- Ability to follow written and oral directions and complete assigned tasks with limited supervision.
- Ability to obtain/maintain Aquatics Facility Operators License prior to first year of pool operations from start of employment.

**Minimum Qualifications**

- High school graduation or GED and 5 years previous experience.
- Previous manual skilled trade experience or a technical certification for a skilled trade such as in construction trades or mechanics.
- Previous experience in truck and heavy equipment operation.
- Valid Class B Minnesota Driver’s License, with air brake endorsement.
- Desired valid Class D water & wastewater license.

<b>FLSA Classification:</b> non-exempt	<b>Status:</b> regular, hourly position
<b>Position Evaluation Points:</b> 432	<b>Pay Range:</b> Grade 17

<b>Revised:</b> November 2023	<b>Council Approval:</b> 11/20/2023
<b>Signature:</b> <i>Diane E. Pedersen, City Clerk</i>	<b>Date:</b> 11/21/2023