**CITY OF SILVER LAKE  
  
POSITION DESCRIPTION (#104)**

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| **Title**: Public Works Supervisor | **Division:** Public Works |
| **Reports To:** City Council | **Department:** 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.

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| **FLSA Classification:** non-exempt | **Status:** regular, hourly position |
| **Position Evaluation Points:** 432 | **Pay Range**: Grade 17 |
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| **Revised:** November 2023 | **Council Approval:** 11/20/2023 |
| **Signature:** Diane E. Pedersen, City Clerk | **Date:** 11/21/2023 |