

**Job Title:** Public Works Supervisor  
**Department:** Public Works  
**Supervisor:** City Clerk/Administrator

Effective Date: January 2019

### **Description of Work**

**General Statement of Duties:** Responsible for providing the leadership, direction, coordination and planning on a daily basis for the Street, Parks and Recreation, and Building Maintenance Departments. Supervises personnel within the Public Works Department and works with the City Administrator to ensure department goals are being met.

**Supervision Received:** Works under the general and technical supervision of the City Administrator and City Council

**Supervision Exercised:** Directly supervise employees assigned to the Public Works Department, including, but not limited to, City Maintenance Worker I and II, part-time and seasonal workers.

### **Typical Duties Performed**

- 1) Supervise and coordinate the operation, maintenance, construction, and repair of streets, parks, public facilities, grounds and equipment.
- 2) Maintain City property and infrastructure in accordance with acceptable standards. Prepare all required maintenance and safety records.
- 3) Undertake and supervise maintenance activities, assist in the coordination and administration of public and maintenance policies, maintain comprehensive records of maintenance activities and procedures for the maintenance of assigned equipment and City owned property.
- 4) Supervise, train, and assign personnel (full-time, part-time, and seasonal) to obtain best productivity by using the most effective work methods to ensure completion of assigned tasks.
- 5) Interview prospective employees and recommend for hire, discipline department employees (oral and written reprimands), recommend suspension or discharge of employees to Personnel Committee. Oversee Step 1 grievance filing in accordance with City of Hinckley/AFSCME 65 Labor Agreement. Responsible for annual evaluations of department employees.
- 6) Coordinate activities with PeopleService and other contractors to ensure proper planning, oversight, operation, maintenance and protection of City facilities and infrastructure.
- 7) Keep City Administrator informed of daily operations, important developments, employee status and the scheduling of work activities.
- 8) Responsible for the care, maintenance and repair of equipment and vehicles, the economical use of supplies and materials, and recommending product purchasing for activities and maintenance.

- 9) Participate in development of department and capital project budgets with the City Administrator and make recommendations for program changes, equipment purchases and operational needs.
- 10) Undertake and supervise snow removal activities in town; including streets, alleys, parking lots, sidewalks.
- 11) Be available at various hours to adequately serve the public.
- 12) Compliance with health and safety policies and supervisory responsibilities for enforcement, reporting and work practices including health and safety training to staff.
- 13) Perform and assume other duties as apparent and as are consistent with the task of the position and/or as assigned by the City Administrator.
- 14) Attend City Council meetings as requested.
- 15) Authorize purchase of equipment tools and material up to \$250.00. In accordance with the City's Purchasing Policy.

#### **Knowledge, Skills, and Abilities**

- 1) Ability to operate city equipment in a safe manner
- 2) Ability to lift and carry heavy objects, crawl, stand, bend, reach, climb ladders, sit for extended periods of time and manipulate tools and objects requiring manual dexterity
- 3) Ability to work in weather extremes for extended periods of time
- 4) Ability to communicate effectively with residents, coworkers, contractors and elected officials

#### **Qualifications**

- 1) High school diploma or equivalent.
- 2) Class B driver license
- 3) Three years of progressive experience in public works.
- 4) Supervisory experience preferred
- 5) Demonstrate aptitude in the operation, repair, and maintenance of typical department equipment
- 6) Ability to perform "on-call" duty and respond to emergency situations as required

Employee's signature: \_\_\_\_\_  
(This position description accurately reflects my current job)  
Date: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_  
(This position description accurately reflects the employee's current job)  
Date: \_\_\_\_\_