



**Job Description**

**Title:** Certified Maintenance Public Works Supervisor  
**Effective Date:** Revised July 2019  
**Grade:** 17  
**Background Checks Required:** Criminal, BCA, Outstate BCA, Driver's License, Predatory Offender, and Reference

**DESCRIPTION OF WORK**

**General Statement of Duties:**

Performs skilled and unskilled maintenance work for the Public Works Department including street, water, wastewater, and parks operations as directed by the Council.

**Supervision Received:**

Works under the general supervision and direction of, and at the will of, the City Council.

**Supervision Exercised:**

Supervises Lead Worker/Public Works Worker I; and on as needed basis (eg season help).

**Hours Anticipated:**

- Expected to work at least 32/hours week.
- Required to work evenings, days, nights, weekends, holidays, ability to be on-call and respond within 30 minutes.

**TYPICAL DUTIES PERFORMED**

The duties listed are for illustrative purposes and do not necessarily include all of the duties or activities performed by this position. Actual duties performed will vary on a day-to-day basis.

1. Coordinates city events with County; and other official parties
2. Performs skilled and unskilled maintenance duties for the Public Works Department as directed.
3. Performs street department work including patching potholes, depending on severity of damage, paint pavement markings replacing and straightening street signs that become damaged; plows, shovels, sands, or de-ices snow on city-owned properties.



4. Delivers materials and equipment to various locations as directed i.e. parks, maintenance sites.
5. Performs miscellaneous maintenance repair and carpentry tasks on municipal properties, including but not limited to cleaning, painting, grounds and building maintenance, puts up and takes down holiday decorations, flags and signs. Following the proper practices at all times.
6. Mows grass at city parks and recreation fields, and all other city properties. Performs routine and preventative maintenance on mower equipment. Reports equipment problems or concerns to Mayor/Council.
7. Answers calls and assesses problems on an on call basis, works with contractors if necessary, in the repairing of water main breaks, disruptions in service and similar emergencies as directed.
8. Flushes, inspects, paints, installs, repairs fire hydrants; prepares hydrants for seasonal variations, checks water levels.
9. Installs and replaces water meters. Takes monthly water meter readings, records and reports information.
10. Trims trees, brush, chips; loads and hauls brush and trash.
11. Directs the daily operation of the wastewater and storm water collection systems.
12. Supervises seasonal and part-time maintenance employees
13. Prepares reports completely and accurately for City, County and State.
14. This position requires frequent and extended outside work often in severe or adverse weather conditions with prolonged exposure to the elements.
15. Position requires frequent use of personal protection equipment (PPE) for hazardous conditions and or around hazardous materials. The position also requires the ability and knowledge to access the conditions or circumstance to initiate use of appropriate PPE.
16. Requires proper confined space entry activities into remote work locations on a frequent basis.
17. This position requires daily work at remote work locations, such as lift stations, dry wells, effluent basins, ponds, and similar facilities.
18. The position requires the ability to climb and descend up to 130 feet, safely in all climate conditions.
19. Requires ability to repetitively lift, move, carry objects, equipment or supplies weighing a minimum of fifty (50) pounds without assistance, and to carry or move same various distances. Requires occasional lifting or moving of objects well in excess of one hundred (100) pounds. Also requires frequent, bending, lifting,

stooping, reaching, kneeling and crawling to properly perform duties.

20. Requires knowledge of electricity and circuits, ability to access mechanical/electrical devices and properly lock out and tag out equipment for maintenance work. Performs maintenance work only on properly locked equipment.
21. Requires travel to and from locations on public roadways in traffic on various types of equipment, such as tractors, riding lawn mowers, and skid loaders, etc.
22. Inspects the operation of all equipment including wells, towers, lift stations, effluent pump, grinders, aerators, drainage/seepage basins, effluent ponds, mixers, along with storm water.
23. Checks lift stations, wells and tower levels and temperatures daily.
24. Daily monitor discharge of chemicals for treatment of the public water supply; collects monitoring specimens, prepares samples for state laboratories, properly and accurately maintains data; adjust operations at direction of Mayor/Council as appropriate to ensure regulatory compliance.
25. Perform as Confined Space Entry Team Member. Must comply with all OSHA confined space entry requirements.
26. Public Water samples; checks, gauges, pumps and control panels, reports malfunctions, alarms to Mayor/Council both orally and in written form. Takes appropriate action.
27. Checks and records chemical use as directed, monitors the well and waters tower, and distribution system operations as directed by the Mayor/Council, Minnesota Department of Health and OSHA requirements.
28. Checks and replenishes chemical feeders, adjust feed rate settings, as directed by MDH Standards.
29. Serves as On-Call for Public Works Department. Willingness to maintain 30 minute response time 24/7 during periods of "On Call."
30. Required to work some evenings, nights, weekends, days, and holidays.
31. Other duties as assigned by Council.
32. Maintain current certification (at least Class C for water and Class SD for wastewater) by attending training and/or certification courses.
33. Requires knowledge of CPR and 1<sup>st</sup> aid. Possesses CPR and First Aid Training Certificates, or willing to acquire Certification from City sponsored class or instruction.
34. Assists in establishing the budget for the maintenance department in coordination with the city clerk.



35. Remove snow from city streets and city owned properties or direct the removal of.

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Considerable knowledge OSHA Regulations, and Minnesota Department of Health regulations
2. Ability to supervise and give work direction.
3. Understand the concept of budgeting and the ability to operate within a budget.
4. Ability to work independently and make vital decisions on a spur of the moment.
5. Ability to be on call.
6. Knowledge of all facets of public works.

### **QUALIFICATIONS**

#### **Minimum Qualifications:**

Be at least 18 years old; High School Graduate with a valid Minnesota Class B CDL. Ability to be on-call 24/7; be able to lift 50 pounds without assistance; and occasionally 100 pounds. Ability to climb 130 feet and perform confined space activities. Requires certification in CPR and First Aid (or ability to obtain during the probationary period). Immunizations for tetanus and hepatitis A/B, and passing pre-employment drug screen. Must have water (MN Class C) and sewer (MPCA Class SD) certifications (or ability to obtain during the probationary period), Thorough understanding of OSHA laws and MDH regulations. Basic Knowledge of Email, Word, and Xcel programs. Any combination of education and experience will be considered.