



# JOB DESCRIPTION CITY OF MEDFORD

**JOB TITLE:** Public Works Supervisor

**DEPARTMENT:** Public Works

---

## POSITION SUMMARY

Performs supervisory, administrative and professional work in coordinating, planning and providing direction to all Public Works functions of the city consistent with city policy, objectives developed and/or approved by the City Council and federal and state regulations.

## POSITION AUTHORITY

Works with considerable independence within department goals and objectives.

---

## RELATIONSHIPS

### IMMEDIATE SUPERVISOR

City Administrator

### SUPERVISES

All Public Works Department personnel

### EMPLOYEE CONTACTS

All city staff and City Council

### OUTSIDE CONTACTS

State and Federal agencies, consultants, contractors and the general public

---

## RESPONSIBILITIES

- Plan, direct and coordinate all functions within the Public Works Department, including management of quality control, safety, personnel, and procurement of equipment and supplies
- Carries out responsibilities of the Public Works Department in accordance with the City's policies and applicable laws.
- Supervise full-time, part-time and seasonal staff within the Public Works Department, including planning, directing, and apportioning the work of the staff.
- Assign and review work, coach, train, reward and discipline Public Works

Department staff.

- Assist in interviewing, recommend hiring and discharge of Public Works Department staff, and providing input regarding job performance reviews.
- Complete annual job performance evaluations for Public Works Department staff and review evaluations with City Administrator.
- Assist the City Administrator in preparing the Street, Park, Water and Sewer departments' budgets by estimating materials and projects, developing work goals and assist in monitoring, and suggesting recommendations regarding the Public Works Department budget
- Recommend department policies and procedures; determine priorities, schedule the work and ensure proper completion.
- Inspect the work sites to direct and participate in the work, determine equipment and supply needs, ensure safety and resolve problems.
- Maintain the sanitary sewer system; operate, inspect, troubleshoot, and maintain lift stations.
- Maintain the water system; wells, water tower, fire hydrants, water mains, water meters and chemical feed pumps.
- Oversee and assist in water, wastewater, and storm sewer line maintenance and replacement.
- Assist in utility customer meter reading.
- Prepare monthly report for City Council and attend City Council meetings as necessary to answer questions and/or provide information.
- Complete required federal and state reports and forms.
- Prepare or assist the operator in preparing all required water and wastewater reports, which include but are not limited to, monthly MN Department of Health, monthly and quarterly MPCA reports, DNR annual water usage reports and monthly MPCA DMR reports.
- Review federal and state laws, regulations and codes on water and wastewater distribution and ensure the City maintains compliance; maintain all required records and prepare for related inspections.
- Oversee, maintain and direct maintenance at the City's municipal pool within Minnesota state guidelines.
- Assist in preparing and analyzing bid specifications in cooperation with the City Engineer and City Administrator for large purchases and/or obtain bids as appropriate.

- Work with area contractors as needed; oversee the work of City contractors for large projects.
- Determine the type of materials, supplies, machinery, equipment, or tools to be used by staff in the Public Works Department to complete projects.
- Operate all types of heavy and light equipment.
- Oversee and perform light maintenance on all equipment engaged in municipal activities.
- Assist the City Engineer lay out new areas to be developed underground.
- Update or assist the City Engineer in updating utility line maps with new installations.
- Oversee and assist in removing snow from City streets, City property, alleys, parking lots and ice rink.
- Maintain and oversee maintenance of parks and recreational facilities.
- Responsible for working overtime, emergency call-outs or to be on call as necessary.
- Attend continuing education classes in water and wastewater to satisfy state certification requirement for required licenses.
- Promote effective community relations.
- Consult with and provide advice to the City Administrator and the City Council on any matters affecting the success of the Public Works Department, including providing input on short term and long term objectives of the Public Works Department.
- Perform other work as required and as directed.

---

## **EMPLOYMENT STANDARDS**

### **EDUCATION AND EXPERIENCE**

- Minimum: Must possess at a minimum a Minnesota Class D Water and class D Wastewater license. Possession of a Minnesota Class C Water and Class C Wastewater license is preferred. Must work toward obtaining a Class C Water and class B Wastewater license within three years of employment. Must possess a Minnesota Class D driver's license or have the ability to obtain a Class B driver's license with air brake endorsement within six months. Must possess or have the ability to obtain a CPO license. Must have four years of municipal experience including water and wastewater distribution. Vocational or technical

training in any of the two fields will be equivalent to experience.

#### NECESSARY KNOWLEDGE, SKILLS, AND EXPERIENCE

- Thorough knowledge of occupational hazards and safety precautions of water, wastewater, streets, and parks and recreational facilities.
  - Considerable knowledge of the occupational hazards involved and the safety precautions necessary in equipment operation.
  - Considerable skill in the use and care of tools, vehicles and equipment used in work.
  - Considerable skill in record keeping on City equipment and repairs.
  - Considerable skill in the repair and maintenance of water, wastewater and storm sewer lines, equipment and facilities.
  - Considerable ability to locate water leaks, detect and analyze the cause of problems and make needed repairs.
  - Considerable ability to communicate effectively and tactfully, both orally and in writing, with other City staff, elected officials, regulatory agencies, contractors and the general public.
  - Considerable ability to read and interpret technical manuals and to determine solutions to a variety of operational and maintenance problems.
  - Considerable ability to perform mathematical calculations and analyze information.
  - Considerable ability to accurately compile and report data, prepare complex reports and maintain records.
  - Considerable ability to keep track of frequently changing requirements and regulations, to interpret their applicability to City operations and propose and implement changes as appropriate to ensure compliance.
  - Considerable ability to plan, organize and direct operations.
  - Working ability to prepare and monitor department budgets.
  - Considerable ability to use a telephone or radio for work calls.
  - Considerable ability to use a computer.
  - Considerable ability to supervise staff and schedule work effectively.
-

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Considerable ability to stand, walk, bend, crouch, stoop, pull and push, twist and turn and work in confined spaces when installing and making repairs to water, wastewater or storm sewer distribution systems, sometimes for long periods and/or repetitively.
- Considerable ability to frequently lift and carry objects of varying weight up to 100 pounds. Use both large and fine motor skills and a keen sense of touch and smell daily to perform work.
- Considerable ability to work at heights up to 140 feet (water tower) with some regularity and to maintain balance.
- Considerable ability to perform manual excavation to locate and repair or place underground mains when necessary.
- Considerable ability to work in confined spaces.
- Considerable ability to work with and around hazardous chemicals irritants, and strong fumes, and to work with potential exposure to infectious disease.
- Considerable ability to use good vision including night vision and good hearing to detect problems and make repairs or maintain the systems on an ongoing basis.
- Considerable ability to use both large and fine motor skills and a keen sense of touch and smell daily to perform work.
- Considerable ability to work outside in all types of weather.
- The noise level in the work environment is usually moderate.

---

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Adopted: March 28, 2016