

# CITY OF BOVEY

## JOB DESCRIPTION: PUBLIC WORKS SUPERVISOR

The Public Works Supervisor working under the supervision of the City Council bears responsibility for:

1. Supervision of the Public Works employees including planning, assigning, and directing daily work schedules and approving any overtime as deemed necessary.
2. Maintaining work, sick leave, vacation, comp time and other personnel records and submitting them to the City Clerk at specified times.
3. Provide for proper training of Public Works employees and maintaining training records.
4. Maintain reasonable health and safety standards for all Public Works employees.
5. General preventative maintenance and repair of the city's public buildings, streets, alleys, sidewalks, water and sewer systems, city owned street lighting, and recreational areas.
6. Snow plowing and removal within the city.
7. Operation and maintenance off all city vehicles and equipment when needed.
8. Selection, purchasing and storing of supplies and equipment.
9. Making recommendations for purchase of new equipment.
10. Making recommendations and obtaining approval for major repairs of existing equipment and facilities.
11. Being familiar with maps, records, notations and operations of city equipment, infrastructure and facilities.
12. Work with Federal, State and County work programs which provide personnel services to the City.
13. Maintain good working relations with other Federal, State, County and municipal employees and enlist their cooperation when needed by the City.
14. Responding to requests from the Incident Commander in the event of an emergency situation within the City.
15. Courteously respond to citizen requests for assistance related to City responsibilities.
16. Have and develop skills in such trades as carpentry, welding, mechanics, electricity, and plumbing in order to make and/or direct routine repairs as deemed necessary.
17. Collect and submit state required samples and reports on time.

In addition, the Public Works Supervisor must:

1. Have and hold a Class D (or higher) Water Operator's Certification as required and issued by the Minnesota Department of Health.
2. Have and hold a Class SD (or higher) Wastewater Collection System Operator's Certification as required and issued by the Minnesota Pollution Control Agency.
3. Have and hold a Type IV Solid Waste Operator's Certification issued by the Minnesota Pollution Control Agency.
4. Have and hold a Special Engineer Boiler License or higher as required and issued by the Minnesota Department of Labor and Industry.
5. Have and hold a Class B or higher Minnesota Commercial Drivers License to operate City equipment requiring said license.
6. Have a good working knowledge of computers including office software programs.
7. Have a good working knowledge of SCADA systems.