

**PUBLIC WORKS SUPERVISOR  
CITY OF COLERAINE  
JOB DESCRIPTION**

TITLE: Public Works Supervisor  
DEPARTMENT: Public Works  
Immediate Supervisor's Title: City Council

**Purpose:**

Serves as department head with primary responsibility for the daily operation, maintenance, and repair of the City's public works including water supply and wastewater collection systems, streets and parks. This position plans and supervises the department's work, orders necessary tools and supplies, updates procedures, prepares various reports and maintains records, conducts inspections, and works with the public. Time spent is shared between administrative and supervisory duties. This position delegates the work to employees, oversees contractors on particular projects, and, during a minority of the time, participates in the work.

**Organizational Relationships:**

Reports to: City Council and Public Utilities Commission

Communicates with: Internally – Clerk-Treasurer, Deputy Clerk-Treasurer, and city engineer.  
Externally – State Department of Health, Minnesota Pollution Control Agency, Rural Water Association, various vendors/suppliers, local businesses, local contractors, Grand Rapids Public Utilities, Bovey Public Works Supervisor and maintenance crew, other area public works personnel, and residents.

Supervises: All departmental personnel and some general contractors.

**ESSENTIAL FUNCTIONS:**

- Attends Public Utilities Commission and City Council meetings, providing information, responding to questions, and reporting any issues/considerations.
- Plans and supervises all water and sewer projects.
- Plans City goals for future water and sewer projects and presents information to City Council.
- Orders and maintains necessary equipment, tools, and parts to operate efficiently and effectively.
- Functions as a supervisory employee by undertaking and/or effectively recommending the following functions: disciplining (including suspension and/or discharge), adjusting grievances, rewarding, and assigning and directing work.
- May require employees who are employed in safety-sensitive positions to undergo drug and alcohol testing on a random selection basis.

- Attends conference/classes and reviews literature to keep up-to-date on law changes, new technologies, and new practices.
- Prepares updates and makes notations on changes to City's infrastructure (such as water and sewer lines, curb stops, and hydrants), completes and submits required forms in accordance with Department of Health and Pollution Control Agency requirements.
- Keeps records of costs for comparison with customer payments.
- Makes daily checks of operation of pumps, water supplies, and sewer flows to ensure service is not interrupted.
- Maintains or oversees maintenance of pump house buildings.
- Listens to and responds to residents' complaints and questions; refers to Public Utilities Commission or City Council as appropriate.

**Other Duties and Responsibilities:**

Performs other related duties as assigned or apparent.

**Required knowledge, skills and Abilities:**

- Considerable knowledge of City's infrastructure and ability to discern department's needs, short-term and long-term, and recommend goals and objectives to appropriate decision making bodies.
- Knowledge of City operation, policies and ordinances.
- Knowledge of supervisory practices and techniques.
- Knowledge of the laws, rules, and regulations related to a public works operation.
- Knowledge of methods, practices, tools and equipment, and materials used in a public works operation.
- Ability to prepare routine reports, case files, and correspondence.
- Ability to supervise and motivate subordinates.
- Ability to communicate effectively, orally and in writing.
- Ability to comprehend and apply pertinent federal and state laws and department regulations.
- Ability to comprehend and follow applicable OSHA standards and safety practices/procedures.
- Ability to plan, prioritize and organize the department's work activities, and direct the work of others.
- Ability to anticipate problem areas and advise elected/appointed officials on effective courses of action.
- Ability to operate various public works tools and equipment.

**Minimum Qualifications:**

- High School degree or equivalent and 5-7 years of public works experience including at least three years of supervisory or lead worker responsibilities. Class C water and Class SD wastewater licenses. Must meet all state mandated certifications and qualifications. Class B commercial driver's license with air brake endorsement.

**Working Conditions:**

- Work is performed inside and outside with extended periods of standing, walking and sitting.
- While performing production work, frequent bends, crouches, and pushes and pulls.
- Frequent exposure to irritants and hazardous chemicals; some exposure to infectious disease, noise and temperature extremes.
- Must be able to use appropriate senses such as vision, hearing, touch, and smell to perform necessary tasks.
- Must be able to visit various job sites and inspect work results.
- Must be able to maintain an efficient work schedule, and allow for the successful completion of routine and new tasks.
- Some travel outside City occurs to attend conferences, classes, and other events.

Adopted 11.13.17