

**Job Advertisement  
City of Coleraine  
Public Works Supervisor**

The City of Coleraine is seeking an outstanding candidate for a full-time Public Works Supervisor position. This position serves as department head with primary responsibility for the daily operations, 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.

**REQUIRED QUALIFICATIONS**

High School degree or equivalent. Five (5) to seven (7) years of public works experience including at least three (3) years of supervisory or lead worker responsibilities. Class C water license and ability to make significant progress towards obtaining a Class SD wastewater license within two (2) years of acceptance. Must meet all state mandated certifications and qualifications. Class B commercial driver's license with air brake endorsement.

\$30.60 per hour with full benefits package. Union position – MN Teamsters Public & Law Enforcement Employees' Union, Local No. 320.

All candidates must complete a City of Coleraine application packet and include a resume and cover letter. Please fill out the application completely – do not answer any application questions with “see resume”. Application and job description may be picked up at the Coleraine City Clerk's office, Monday through Thursday between 8:00 a.m. and 4:30 p.m. or are available to print from [222.cityofcoleraine.com](http://222.cityofcoleraine.com) under “City Government – Forms”.

Apply in person, mail to: City Clerk, PO Box 670, Coleraine, MN 55722, fax to 218-245-2123, or send via email to: [banderson@cityofcoleraine.com](mailto:banderson@cityofcoleraine.com). Call 218-245-2112 for more information.

Applications accepted until Friday May 6<sup>th</sup> at 4:30 p.m.

AA/EEO Employer