



POSITION DESCRIPTION

TITLE:	Streets & Utilities Supervisor
DEPARTMENT:	Public Works
SUPERVISOR:	Public Works Director
STATUS:	Full-Time/Exempt/Non-Union

PRIMARY OBJECTIVE OF POSITION

Performs supervisory and skilled operation and maintenance of streets, water, sanitary sewer, storm water and related facilities in accordance with approved department plans, policies, programs, and applicable laws.

ESSENTIAL JOB FUNCTIONS

The essential job functions listed below are intended to describe the various types of work that may be performed. The omission of other duties not listed does not exclude them if the work is similar, related or a logical assignment to the position.

1. Supervises, provides oral and written instructions, and prepares yearly on-call schedule for public works maintenance personnel.
2. Assists the Assistant City Administrator in hiring Public Works Maintenance Personnel and completes performance reviews on public works maintenance personnel.
3. Plans, schedules, assigns, directs, and supervises day to day operation and maintenance of City utilities, streets and related facilities in accordance with department plans, policies, programs, and applicable laws.
4. Maintains, oversees, and submits necessary reports to other governmental agencies. Maintains department records according to the State Record Retention Schedule.
5. Investigates, responds, and resolves citizen complaints and problems in an appropriate and timely manner regarding Public Works Department.
6. Attends Utility Commission meetings and provides technical expertise as required.
7. Provides emergency backup assistance for the Public Works Director.
8. Manages maintenance records for equipment.

9. Insures OSHA and general safety procedures are followed and programs are implemented; and monitors operations to ensure compliance with applicable laws, regulations, rules and policy.
10. Manages the dispatching of employees for emergency repairs/service calls.
11. Manages Gopher State One Call notices; coordinates and oversees the underground line location for municipal services in accordance with Gopher State One Call requirements and city programs.
12. Recommends capital purchases; assists in preparation of bid specifications for purchases.
13. Purchases materials, equipment, and supplies in accordance with approved budget; approves expenditures within city guidelines.
14. Assists in preparing department budget and five year Capital Improvements Plan.
15. In absence of the Engineering Technician/Inspector, coordinates all private water and sewer connections to municipal services.
16. Oversees the reading of water meters and records, assists with adjustment of accounts.
17. Supervises the maintenance and operation of the water treatment plant.
18. Oversees the inspection and monitoring of city wells and water towers.
19. Oversees and performs maintenance on lift stations and municipal sewer system.
20. Oversees and performs maintenance on water system, including flushing lines, operates water main valves, and maintains fire hydrants.
21. Oversees repairs water main breaks and sewer main breaks.
22. Oversees and performs maintenance on city facilities.
23. Oversees and performs snow removal and street maintenance.
24. Maintains the MN Manual on Uniform Traffic Control Devices and oversees the maintenance of street signs.
25. Oversees proper care, maintenance, and safe operation of all Public Works Department equipment and vehicles.

Additional Duties

26. Performs other duties as assigned or apparent.

KNOWLEDGE, SKILLS & ABILITIES

1. Ability to be present at the primary work premise within 30 minutes.
2. Ability and skill to work with and supervise staff to perform department tasks in a manner conducive to full performance and high morale. Provide short term scheduling for department functions.
3. Skill to provide technical direction and train department staff to perform duties.
4. Ability to create positive working relationships with city employees, consultants, contractors, and the public.
5. Knowledge of tools, methods, operations, practices, and materials used in water and wastewater, streets, storm sewers, sanitary sewers, and water mains.
6. Knowledge of traffic laws, ordinances and regulations involved in equipment operation.
7. Knowledge of water and wastewater testing and treatment.
8. Knowledge of the occupational hazards and safety precautions necessary to perform manual and maintenance work.
9. Knowledge of the operation of Class C Water and Class SC Wastewater Collection Facilities.
10. Knowledge of federal and state laws, municipal ordinances and regulatory requirements for water facilities and wastewater collection systems.
11. Skilled in the repair, maintenance and operation of street, water and wastewater collection equipment and facilities.
12. Skilled in testing and treating water samples.
13. Ability to operate and maintain heavy and light equipment and to maintain and repair streets, haul material, remove snow, sweep streets, mow grass and apply salt and sand to city streets.
14. Ability to read control panels, meters and gauges, to be able to detect when problems are occurring and respond appropriately.

15. Ability to operate a telephone and radio to communicate effectively with city staff, elected officials, federal, state and local agencies and the public.
16. Skilled in building maintenance, welding, carpentry and painting.
17. Ability to maintain records.
18. Ability to perform mathematical calculations and to use department equipment.
19. Knowledge of computer systems and technology, including SCADA systems.
20. Knowledge of First Aid and CPR Skills.
21. Knowledge of OSHA rules and regulations.
22. Ability to communicate effectively and tactfully, both orally and in writing with the supervisor, city employees, and the city's customers.
23. Ability to manage multiple assignments and priorities to ensure the fulfillment of projects, tasks, and responsibilities.
24. Ability to work cooperatively with all city employees towards the common goal of providing high quality services.
25. Ability to demonstrate a commitment to provide and require excellent customer service through cooperative team and individual efforts.
26. Ability to provide suggestions, advice and support to supervisor, other city employees, and the city's customers.
27. Ability to exhibit excellent interpersonal and human relationship skills.
28. Ability to assist fellow employees with developing and implementing programs and objectives to improve departmental and city-wide efficiency.
29. Exhibits behavior consistent with the mission, vision and values of the City of Baxter.
30. Furthers the mission, vision and values of the city through excellent customer service, creative problem solving, decision-making, and stewardship of city resources.
31. The ability to work both independently and within a team.

REQUIRED QUALIFICATIONS

1. Class C Water License and four years of experience in a Class C or higher class water facility.

2. Class SC Wastewater Collection System License and four years of experience in a Class SC wastewater facility.
3. Valid Minnesota CDL driver's license and ability to obtain a Minnesota Class A driver's license within six months of hire.
4. Minnesota State special boilers license or ability to obtain within six months of hire
5. Four years of experience in public works maintenance, including street maintenance.
6. Supervisory experience.
7. High School diploma or general education degree (GED).

DESIRED QUALIFICATIONS

1. Five years of supervisory experience.
2. Associate degree in related field.

PHYSICAL REQUIREMENTS

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear, stand, walk, use hands to find, handle or operate objects, tools or equipment; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; taste and smell; lift up to 75 pounds and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee occasionally works near moving mechanical parts or in outside weather conditions. The noise level in the work environment may require hearing protection with the exception of the office area where the level is mildly noisy. The work environment is also subject to various odors. Ability to work at heights of up to twelve feet.

It is the policy of the City of Baxter to provide equal employment opportunities to all persons. All employment policies and practices shall be non-discriminatory in compliance with federal laws, state statute, and local ordinances.

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