

JOB DESCRIPTION

TITLE: Department of Public Works Supervisor

Nature of Work

- Performs various personnel functions such as training, counseling, and disciplining employees. Completely knowledgeable of union contracts and safety rules, making sure safety procedures are being applied during work projects
- Manages and coordinates daily work activity of full time and part time staff
- Makes regular and frequent inspections of conditions in the city to determine public service needs
- Constructs and maintains reports needed to maintain industry compliance
- Responds to resident and customer complaints, concerns, and issues
- Holds MIOSHA meetings regularly; discusses problematic situations with employees and allows time for feedback and resolution
- Completely knowledgeable of emergency procedures for the Public Works personnel and responds to them accordingly
- Makes sure personnel are available for overtime, such as water main breaks, sewer problems, etc.
- Assists overtime personnel to make sure proper placement of crews are assigned
- Supervises construction projects of outside contractors through inspectors, and follow-ups with inspectors and their daily work activities
- May perform the duties of lower level Public Works maintenance personnel as workloads, temporary absences, or emergencies dictate
- Implement and keep track of all duties, employees on those duties and the materials used daily, through a typed report/spreadsheet
- Acts as Interim Superintendent during his or her absence
- Attend council meetings and engineering meetings when needed
- Provides top notch customer service to residents, tenants, property owners and contractors when asked or needed
- Additional tasks as the Superintendent deems necessary

"The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified"

Hours of employment

This is a salaried, full time, exempt position with no overtime pay. Standard work week is Monday through Friday 7am- 3:30 pm. This position requires 24 hours on call service to respond to emergencies. Most emergencies will be able to be handled by phone, but some will require onsite presence. At times the Supervisor may be asked to come in early, stay late or work on weekends.

Reports to

Public Works Superintendent

Employment Qualifications

Education: Possession of a high school diploma or the equivalent. Bachelor's degree and or M.P.S.I. Graduate preferred

Experience: A minimum of three to five years of progressively more responsible water and sewer maintenance, repair, and construction experience or the equivalent. Three to five years Management experience in public works or utilities. Confined space entry experience preferred.

Necessary Special Requirements:

Possession of a valid Michigan Commercial Driver's License (CDL) Class B with tank and airbrakes endorsements.

Knowledge of basic computer programs and basic skills necessary to use these programs; Microsoft Excel, Word, Outlook, and also to be trained on ArcView GIS. BS&A experienced preferred.

"The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered."

"For purposes of Employment Standards, this classification is "Exempt" from the overtime provisions of the Fair Labor Standards Act."