

CITY OF GOOD THUNDER
Position Description

PUBLIC WORKS MAINTENANCE SUPERVISOR			
DEPARTMENT Public Works	SUPERVISOR Personnel Committee	SUPERVISES Part-time/Temporary/Snow Removal Personnel	CLASSIFICATION Full-Time, Non-Exempt

MINIMUM QUALIFICATIONS

- High School Diploma
- Familiarity working with medium/heavy equipment
- Class B driver’s license with air brake endorsement

PREFERRED QUALIFICATIONS

- Two (2) years’ experience of general maintenance
- Class C Water and Class C Wastewater certifications.
- Degree or equivalent experience in diesel/automotive repair or related field
- Experience with medium/heavy equipment, including but not limited to: street sweeper, mower, dump truck, tractor loader and related equipment
- Experience with zoning administration

NATURE OF WORK

Under the supervision of the Personnel committee, a public works maintenance supervisor is responsible for the performing skilled trades and technical work by maintaining the City’s streets and storm sewers, water and sanitary sewer systems, parks, refuse, buildings, and other City properties. They operate and maintain a variety of heavy, medium, and light equipment, participate in snow plowing/sanding, and perform grounds keeping tasks. This position responds to urgent and emergency situations and other callouts with excellent communication and continued customer service with all city of Good Thunder’s staff, customers, and visitors. Supervises the operations and maintenance of the city and subordinate staff.

ESSENTIAL FUNCTIONS

Maintenance:

- Performs generator checks, testing at pump house, and water/wastewater facilities
- Installs, replaces and shuts off water meters, as directed by City Council.
- Coordinates and oversees the repair of water line breaks, new construction of streets, water

system, sewer system, storm sewer system, parks and other City property.

- Documents monthly monitoring, including meter reading and inventory, of gas and diesel tanks.
- Maintains all City streets, including operating street sweeper, snowblower, snowplow, spreading sand, blading gravel roads, hand patching, painting curbs yellow in no parking zones and cleaning the gutters and catch basins, as directed.
- Contracts snow removal personnel when needed with proper notification of City Council.
- Mows, trims, inspects, and maintains parks and water/wastewater facilities; trims trees, sprays for weeds, picks up brush and other debris, dumps trash, unplugs toilets, stores and sets up picnic tables, turns water on and off during season changes, and maintains playground equipment.
- Serves as general maintenance person to make necessary repairs on all City facilities and keeps City Hall exterior neat, clean, and orderly, including light carpentry and plumbing.
- Assist with repairs, replacing, and installing of sidewalks, crosswalks, curbs, handicap parking, City streets and alley right of ways, light poles and traffic signs.
- Contacts utility companies when any digging is to take place, in order that lines may be located. Locates City services as requested by Gopher One.

Administrative:

- Acts as Zoning Administrator and issues, reviews and submits to City Council, all zoning and conditional use permits.
- Maintains office files and records for Streets, Park, and Zoning Departments.
- Following proper legal notice to property owners, mows grass and weeds on property that is not maintained properly.
- Maintain and update City maps to include water shut offs, storm sewers and other information locating City infrastructure.
- Prepares weekly, monthly and annual work plans. Provides written report of activities prior to City Council meetings.
- Attends regular, special City Council meetings, workshops, safety trainings, and seminars to provide technical advice and reports.
- Submit invoices to City Clerk/Treasurer for City Council approval, as required.
- Conducts future planning for City equipment and tools, which includes annual inventories that indicate purchasing needs including parks.
- Prepares for seasonal projects and equipment needs prior to the use and need.
- Supervises temporary and part-time employees in Street and Park Departments.
- Participates in the recruitment process by assisting in interviewing and the recommendation of the selection of new subordinate employees.
- Maintains discipline through mentoring, training, and corrective action; assisting in grievances; and recommending discipline.

ADDITIONAL FUNCTIONS

- Performs physical demands and work environment requirements for this position.
- Performs various preventative and corrective, minor and major maintenance services on city equipment and vehicles to insure safe and proper operation as well as longevity.

- Attendance during regularly scheduled work hours and outside regular hours as necessary.
- Effective and respectful communication and interactions with other employees, supervisors, individuals from other organization and citizen customers.
- Reports all accidents involving employees and or city equipment to immediate department head.
- Performs other related functions as assigned or apparent.

CONDITIONS OF EMPLOYMENT

- Must possess a valid license to drive in the state of Minnesota
- Satisfactory completion of background examination, physical examination, and drug testing.
- Must maintain a primary residence within forty five (45) minutes' drive to the Public Safety Center driving under normal conditions and posted speed limits within six (6) months of employment.
- Must comply with organizational and departmental policies.
- Must comply with data practices policies and standards relative to not public data. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished the not public data must be properly stored according to city policy and the Minnesota Statutes.
- **Safety Sensitive Notice.** This is a safety sensitive position which requires cannabis pre-employment drug testing. Safety sensitive position means a job in which an impairment caused by drug, alcohol, or cannabis usage would threaten the health and safety of any person.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of street and alley maintenance, and park/recreational area maintenance.
- Ability to respond to emergencies after regular working hours.
- Ability to work independently and determine priorities.
- Ability to work in inclement weather conditions.
- Ability to maintain mechanical equipment.
- Ability to communicate effectively with other employees, supervisors, individuals from other organizations, and citizen customers.
- Skills in basic bookkeeping.
- Ability to obtain additional licenses per council request.
- Knowledge of planning and zoning administration.
- Ability to communicate verbally and in writing.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Incumbent may be exposed to toxic conditions, noise, excessive noise, high elevation, bodily injury, pressurized equipment, burning and/or explosive material/equipment, moving objects, heat, cold, wetness, humidity, and marked changes in temperature or humidity.
- Activities that occur extensively (more than 6 hours) are talking, hearing, using accommodation, near, far, color, and peripheral vision.
- Activities that occur frequently (from 4 to 6 hours) are sitting, using fine manipulation, using sense of smell, and carrying and/or lifting up to 10 pounds.
- Activities that occur occasionally (from 1 to 3 hours) are standing, walking, bending/stooping, climbing stair cases, handling; using fingers, wrists, and hands for repetitive, non-repetitive, or consistent actions, and carrying and/or lifting up to 34 pounds.
- Activities that occur infrequently (up to 60 minutes) are squatting, crawling, crouching, kneeling, pushing, pulling, twisting, climbing heights up to 100 feet; reaching below, at, or above shoulder level with both shoulders individually or at the same time; using feet individually or at the same time for repetitive movements, using sense of touch, and carrying and lifting up to 100 pounds.

HOURS OF WORK

This is a full-time appointed position, requiring 40+ hours per week with attendance at meetings and functions outside of normal work hours to address the needs of the 24/7 operations of various City functions. The typical work hours for this position are 7:00 a.m. through 4:00 p.m., Monday through Friday.

The typical work hours for this position will be determined by City Council and employee. Other hours may be required as assigned and/or needed depending on workload and season.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.