

## **JOB DESCRIPTION**

**JOB TITLE:** Public Works Lead

**DEPARTMENT:** Public Works

**IMMEDIATE SUPERVISOR:** Public Works Director

**POSITION SUMMARY:** Supervisor of Public Works Operator, Seasonal Maintenance employees, and Part-time Maintenance employees.

### **RESPONSIBILITIES:**

- Works with the Public Works Director to plan, direct, and coordinate functions within the Public Works Department, including management of quality control, safety, personnel, and procurement of equipment and supplies.
- Exercise discretion and independent judgement to manage the Public Works staff.
- Assign and review work, coach, and train Public Works staff.
- Assist in interviewing, recommend hiring, and discharge of Public Works staff.
- Inspect work sites, direct and participate in the work, determine equipment and supply needs, ensure safety and resolve problems.
- Maintain the sanitary sewer system; operate, inspect, troubleshoot, and maintain lift stations. Inspect, maintain, and perform repairs as necessary to the sanitary collection system.
- Maintain the water system; wells, water tower, fire hydrants, water mains, water meters and chemical feed pumps.
- Oversee and assist in water, wastewater, and storm sewer line maintenance and replacement.
- Assist in utility customer meter reading.
- Prepare monthly report for the City Council.
- Prepare and analyze bid specifications in cooperation with the Public Works Director and City Council for large purchases and/or obtain bids as appropriate.
- Attend City Council meetings as directed by the City Administrator to answer questions and/or provide information for assigned designee.
- Work with area contractors as needed; oversee the work of City contractors for large projects.
- Safely operate all types of heavy and light equipment.
- Oversee and perform light maintenance on all equipment engaged in municipal activities.
- Update utility line maps with new installations.
- Oversee and assist in removing snow from City streets, City property, alleys, and parking lots.
- Attend continuing education classes in water and wastewater to satisfy state certification requirement for required licenses.
- Perform other work as required and/or directed.

### **PREFERRED KNOWLEDGE AND SKILLS:**

- Thorough knowledge of occupational hazards and safety precautions of water, wastewater, streets, and parks and recreational facilities.

- ❑ Considerable knowledge of the occupational hazards involved and the safety precautions necessary in equipment operation.
- ❑ Considerable skill in the use and care of tools, vehicles and equipment used in work.
- ❑ Considerable skill in record keeping on City equipment and repairs.
- ❑ Considerable skill in the repair and maintenance of water, wastewater and storm sewer lines, equipment and facilities.
- ❑ Considerable ability to locate water leaks, detect and analyze the cause of problems, and make needed repairs.
- ❑ Considerable ability to communicate effectively and tactfully, both orally and in writing with other City staff, elected officials, regulatory agencies, contractors and the general public.
- ❑ Considerable ability to read and interpret technical manuals and to determine solutions to a variety of operational and maintenance problems.
- ❑ Considerable ability to perform mathematical calculations and analyze information.
- ❑ Considerable ability to accurately compile and report data, prepare complex reports, and maintain records.
- ❑ Considerable ability to keep track of frequently changing requirements and regulations, to interpret their applicability to City operations and propose and implement changes as appropriate to ensure compliance.
- ❑ Considerable ability to plan, organize and direct operations.
- ❑ Working ability to prepare and monitor department budgets.
- ❑ Considerable ability to use a computer; Microsoft Word and Excel, among other programs.
- ❑ Considerable ability to oversee staff and schedule work effectively.

**PREFERRED QUALIFICATIONS:**

- ❑ Minnesota Class B driver's license.
- ❑ Class D Water and Class D Wastewater license.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job.

- ❑ Considerable ability to stand, walk, bend, crouch, stoop, pull and push, twist and turn and work in confined spaces when installing and making repairs to water, wastewater, or storm sewer distribution systems, sometimes for long periods and/or repetitively.
- ❑ Considerable ability to frequently lift and carry objects of varying weight up to 100 pounds.
- ❑ Use both large and fine motor skills and a keen sense of touch and smell daily to perform work.
- ❑ Considerable ability to work at heights up to 140 feet (water tower) with some regularity and to maintain balance.
- ❑ Considerable ability to perform manual excavation to locate and repair or place underground mains when necessary.
- ❑ Considerable ability to work in confined spaces.

- Considerable ability to work with and around hazardous chemicals, irritants and strong fumes, and to work with potential exposure to infectious disease.
- Considerable ability to use good vision including night vision and good hearing to detect problems and make repairs or maintain the systems on an ongoing basis.
- Considerable ability to work outside in all types of weather.
- The noise level in the work environment is usually moderate.

The duties listed here and within 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 City and employee and is subject to change by the City Council as the needs of the City and requirements of the job change.