

CITY SUPERVISOR

GENERAL PURPOSE. The City Supervisor is an exempt position under FLSA. This employee is responsible for day-to-day operations of public works, i.e., water, sewer, electric, sanitation, streets and parks (which includes swimming pool). This employee should possess excellent supervisory, communication and public relation skills. The City Supervisor reports to the City Council and is appointed by the Mayor with the City Council approval. The scope of his/hers authority is dictated by city policy.

I. JOB DESCRIPTION

DUTIES AND RESPONSIBILITIES.

1. Assigns work tasks to different sections and monitors operations daily.
Establishes weekly work plans.
2. Establishes short and long range plans for meeting City's needs in all areas of responsibility. Plans for future projects and general growth of the city, ensuring services will meet the needs of the community.
3. Supervises and evaluates all subordinate personnel annually.
4. Issues written and oral instructions.
5. Studies and standardizes department policies and procedure to improve efficiency and effectiveness of operations.
6. Provides input for preparation of annual budget. Exercise general supervision and control over all department purchases and expenditures within budgetary limitations.
7. Works with other governmental agencies to ensure proper interdepartmental and intergovernmental coordination.
8. Plans future construction projects and assists with requests for proposals to engineering firms. Works with engineers and contractors on infrastructure projects.
9. Recommends building and/or demolition permits and provides staff report to City Council for approval.
10. Enforces applicable City codes.
11. Conducts long range planning for capital improvements and equipment replacement. Maintains supply inventory.
12. Oversees submissions of sewer laboratory reports to state departments.
13. Investigates all complaints concerning the operation and services of department.
14. Keeps current on all utility regulations from state and federal agencies.
15. Maintains a system of records, reports and equipment inventory. Supervise the care and management of all city owned property and equipment in their department.
16. Follows the instructions and guidance provided by the elected City Council.
17. Provides prompt, clear, concise and relevant information to the City Council.
18. Performs other related duties as deemed necessary or as required.
19. Serves as Safety Officer and Monthly Safety Meeting Attendance is required.

SUPERVISION EXERCISED. Exercises supervision over maintenance staff as required.

II. JOB SPECIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES.

1. Knowledge of City, State and Federal policies and procedures.
2. Knowledge of mathematics.
3. Knowledge of problem solving methods in finding solutions to electric, water, sewer and other departmental personnel issues and citizen complaints.
4. Knowledge of equipment maintenance.
5. Skill in developing working relationships with citizens of the community, employees, vendors and other government agencies.
6. Skill in oral and written communications.
7. Ability to evaluate blueprints for construction.
8. Ability to operate departmental equipment, including but not limited to: dump trucks, loader, road grader, backhoe, mower, cement mixer and power tools.
9. Ability to read and interpret maps, manuals, budgets and schematics.
10. Ability to make decisions independently.

EXPERIENCE AND TRAINING (PREFERRED BUT NOT REQUIRED).

1. High School diploma or GED with some college credit is required. A technical degree is desired.
2. Five years of public works or related experience. Prefer supervision of at least five (5) employees.
3. Must have a valid state driver's license. Must have, or have ability to obtain a CDL.
4. Expected to have acquired the necessary information and skills to perform the job well within one (1) year of employment, i.e., wastewater certification (Class D).

MISCELLANEOUS.

1. Manual labor and adverse working conditions may exist with this position.
2. Must pass a medical examination, including a drug & alcohol screening.
3. Occasional overnight travel for meetings and conferences may be required.
4. Attendance at City Council evening meetings is required.