

# JOB DESCRIPTION

## City of Devils Lake

**Job Title:** Public Ways Supervisor  
**Reports to:** City Auditor/Administrator  
**Date:** December 18<sup>th</sup>, 2017

**Department:** Public Works  
**FLSA status:** Exempt

### **SCOPE OF THE POSITION**

Under direction, supervises and coordinates activities of workers engaged in street maintenance, machinery maintenance, signing and painting maintenance, cemetery maintenance, weed and environment, and mosquito control by performing the following duties personally or through instruction to employees.

### **ESSENTIAL DUTIES**

1. Oversee and direct all street operations, including but not limited to snow removal, signing and painting, sweeping, road repair and associated items:
  - Plans and organizes activities including prioritizing and delegating projects
  - Revises production schedules and priorities as result of equipment failure or operating problems.
  - Establishes production and quality control standards, and obtains data regarding types, quantities, specifications, and delivery dates of products ordered.
  - Inspects work areas to determine type of work required and materials and equipment to be used.
  - Suggests changes in working conditions and use of equipment to increase efficiency of work crew.
  - Analyzes and resolves work problems, or assists workers in solving work problems.
2. Oversee and direct general lawn care of all city-owned property; spray weeds within the City limits; mow and maintain all City owned property as directed;
3. Supervises the maintenance of the cemetery which includes:
  - Mowing, opening and closing graves; trimming trees.
4. Oversee and direct the mosquito control efforts; spray for mosquitos and distribute larvicide as necessary.
5. Hire, train, supervise and evaluate staff including:
  - Set and follow necessary departmental personnel procedures implementing the City policies and pertinent laws
  - Prioritize, schedule and assign duties to staff based on time and staffs' expertise to perform the function.
  - Lead with the objective of creating a positive work environment
  - Provide staff with written performance evaluations as well as formal and informal feedback; initiate disciplinary procedures when necessary.
  - Approve leave requests.
  - Organizes safety programs and equipment training for employees.
  - Address complaints and resolve problems; seeking support and assistance from higher levels of leadership when necessary.
6. Maintain the budget; work closely with City Administrator to create annual budget:
  - Recommends budget requests for Public Ways Department to City Auditor/Administrator.
  - Tracks expenditures to ensure compliance with budgetary guidelines.

- Attend regular City Commission meetings and special budget meetings as necessary.
  - Recommends capital improvements and budget transfers for the Public Ways Department, as needed, to balance the budget.
7. Signs purchase orders, writes specifications on equipment, and supervises the purchase of supplies and equipment for the Public Ways Department:
    - Determine maintenance needs; establish and maintain regular servicing schedule for all equipment.
    - Assess long-range planning needs for large equipment purchases
  8. Works closely with City Engineer to determine needs for street projects, public grounds projects, or cemetery projects that need to be done.
  9. Operates equipment as needed - such as front-end loaders, snow plows, tandem trucks.
  10. Analyzes and resolves work problems, or assists workers in solving work problems.
  11. Ability to perform activities of workers supervised.
  12. Other Essential Duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge** The incumbent must have proficient knowledge in the following areas:

- Competence in current road repair and maintenance technologies
- Use of materials and equipment for road repair and maintenance
- General knowledge of all public works services
- Applicable bylaws and procedures

**Skills** The incumbent must demonstrate the following skills:

- Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
- Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Analytical and problem solving skills: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Leadership ability
- Effective communications skills
- Computer skills
- Effective public relations and public speaking skills
- Time management skills
- Supervision skills

**Personal attributes** The incumbent must also demonstrate the following personal attributes:

- Maintain standards of conduct
- Be respectful
- Be flexible
- Demonstrate sound work ethics
- Be consistent and fair
- Excellent command of the English language, both oral and written
- Excellent interpersonal skills
- Ability to perform activities of workers supervised.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed within this document are representative of the knowledge, skill, and/or ability required.

- Minimum completion of high school and two to five years related experience and/or training; or equivalent combination of education and experience.
- Class B drivers license required with proper endorsements for the equipment used.
- Right of Way license for weed control.
- Must have previous supervisory experience.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to:

- Endure extended periods of standing, walking, sitting, and talking or hearing; use hands to finger, handle, or feel objects, tools, or controls; climb or balance; stoop, kneel, crouch, or crawl. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to taste or smell. The employee must frequently lift and/or move more than 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.

## **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.

- While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions and is regularly exposed to vibration. The employee is frequently exposed to fumes or airborne particles and toxic or caustic chemicals. The employee occasionally works in high, precarious places and with explosives and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is occasionally loud.

## **OTHER**

Incumbent must have the ability to cross-train and work with other public works departments. Ability to perform 24-hour standby duty for Public Works emergencies for the City of Devils Lake.

*This job description is not intended to be a complete list of duties, skills, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in meeting the performance standards of this position.*