**CITY OF WEYAUWEGA**

**PUBLIC WORKS DEPARTMENT OPERATIONS SUPERVISOR**

**Job Description**

**Public Works, Parks and Water/Sewer Utilities**

**Responsible to:** City Administrator

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**General:**

1. This is a non-union, non-exempt (hourly) position.
2. Position is considered a “working supervisor,” while coordinating and overseeing the day-to-day operations of the Weyauwega Public Works, Parks and Water & Sewer Utility Departments.
3. Responsible for providing a high level of service to City residents and businesses by promoting a friendly, courteous and professional work environment.
4. Promotes and exemplifies a high level of ethics and works to maintain the public trust.
5. Able to work in emergencies in all types of weather conditions at any hour of the day or night.
6. Maintains open communication with City Administrator on all aspects of Public Works, Parks and Water/Sewer Utility Departments through regular oral and written reports.
7. Attends City Council and other Committee meetings as requested by the City Administrator.
8. Any and all other duties as deemed appropriate by the City Administrator.

**Operations:**

1. Assists, in an advisory capacity, with preparation of the annual department budgets. Projects needed supplies, materials and staffing needs. Monitors budget activity.
2. Assists, in an advisory capacity, with creation and maintenance of a 3-5 year Capital Improvements Budget for City vehicles, equipment, machinery, roads/infrastructure and facilities.
3. Assists, in an advisory capacity, with preparation, review and monitoring of grants and grant proposals for projects as assigned.
4. Assists, in an advisory capacity, with preparation of RFP’s, bids, contracts for service and purchases.
5. Plans, supervises and performs installation, repair and maintenance of City streets, signs, storm sewers and drainage ditches, sidewalks, yard waste site, and parking facilities.
6. Plans and supervises municipal garage operations including repair and maintenance of City vehicles and equipment. Monitors condition of garages, vehicles and equipment.
7. Plans, supervises and performs the installation, repair, and maintenance of tennis courts, baseball field and other park and recreation facilities.
8. Plans, supervises and performs City grass/weed control and snow/ice control operations.
9. Works closely with local organizations to coordinate/assist with activities and events in the community.
10. Promotes and monitors safe operation of a variety of equipment including trucks, tractors, loader, mowers, trimmers, chain saws, snowplow equipment/vehicles and a variety of power and hand tools.
11. Receives, investigates and attempts to resolve complaints regarding Public Works, Park and Water/Sewer issues.
12. Investigates potential insurance claims involving Public Works, Parks, Water and Sewer Utilities.
13. Maintains compliance with any and all local, state and federal regulations and standards.
14. Maintains all records for Public Works, Parks and Water/Sewer Utilities.
15. Maintains regular contact with construction project engineers, local, state and federal agencies, professional and technical groups and the general public regarding City operations and activities.
16. Monitors inter-governmental developments and actions affecting Public Works, Parks and Utilities.
17. Coordinates all activities and interactions with other City Departments.

REQUIRED SKILLS/ABILITIES:

### **Technical/Physical:**

1. Considerable skill in evaluation of Public Works, Park and Utility operations and projects.
2. Basic knowledge of departmental budgeting.
3. Ability to add, subtract, multiply and divide, calculate percentages, fractions, and decimals.
4. Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments, such as motor vehicles, tractors, mowers, trailers.
5. Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as operating motor vehicles.
6. Ability to exert moderate to heavy physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling. Ability to sustain prolonged visual concentration.
7. Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, odors and textures associated with job-related objects, materials and tasks.
8. The employee must regularly lift and/or move up to twenty-five (25) pounds, frequently lift and/or move up to fifty (50) pounds, and occasionally lift and/or move more than one hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception, and the ability to adjust focus.
9. Modest computer skills must include Microsoft Word, Microsoft Excel and Microsoft Outlook or another e-mail format. Skills may be measured by pre-employment test.

### **Communication/Interpersonal:**

1. Ability to communicate effectively both orally and in writing.
2. Ability to effectively handle a variety of moderately difficult situations and problems.
3. Ability to manage and direct a group of employees, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret the application of policies, procedures and standards to specific situations.
4. Considerable skill in establishing and maintaining effective working relationships with employees, contractors and the general public with professional judgment and tact.
5. Ability to read and interpret State and local codes and ordinances relative to operation of City Departments.
6. Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.
7. Ability to read engineering plans and specifications, manuals and regulations and interpret blueprints/GIS of street, water, storm and sanitary sewer and City right-of-way locations and other documented/digital resources necessary for locating, maintaining, and repairing City infrastructure.

**Judgement:**

1. Ability to plan, schedule, and effectively supervise a team of certified and professional employees.
2. Ability to maintain effective working relationships with neighboring governmental entities.
3. Ability to supervise and perform routine activities in a coordinated manner.
4. Ability to think strategically given any variety of situations.
5. Ability to mix and apply long term planning with day-to-day operation philosophies.
6. Adequate knowledge of principles and practices of supervision including assigning, evaluating, and modification of work.
7. Ability to ensure and follow standard safety practices and procedures.
8. Ability to work independently with occasional review of work performance and records.

**Work Adaptability:**

1. Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as irate individuals, temperature variations or extremes, odors, toxic agents, noise, wetness, machinery, electrical currents and/or dust may cause discomfort and pose some risk of injury.
2. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
3. 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.

**MINIMUM QUALIFICATIONS:**

1. Associate Degree or equivalent post-secondary training or education.
2. Valid Wisconsin Commercial Driver License. Loss of license may be cause for demotion or termination.
3. Five (5) years progressively responsible municipal Public Works, Park and/or Utilities experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.
4. Possess WDNR Grade 1 Water D & G classes & WDNR Advanced Wastewater Subclasses: A1, B, C, D, P, SS
5. Documented history of safety training.
6. Supervisory skills are highly desirable.
7. Physical ability and fitness to perform duties of the position.
8. Team oriented individual, willing to perform a variety of tasks inside and outside of this job description as may be necessary for the best of the City.

**Personnel:**

1. Schedules daily, weekly, monthly and yearly activities and projects. Establish, maintain and enforce standards, rules, and procedures for various operations.
2. Verifies time cards and job and machine hours.
3. Assists City Administration with update of work rules and regulations as required.
4. Maintains positive work environment for workforce and resolves grievances at Step 1.
5. Assists with the evaluation of Department of Public Works/Utility personnel annually.
6. Trains coworkers in the areas of new techniques and other special skills.
7. Establishes and maintains accountability throughout department, leading by example.

**SUPPLEMENTAL INFORMATION:**

**Disclaimer:** The above information on this description has been designed to indicate the general nature and level of work performed by employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

The City of Weyauwega is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

In the event the Public Works Operations Supervisor shall be absent from the City or incapable of discharging such duties, responsibilities, and powers for any reason, the City Administrator shall assume the duties listed herein during such absence or incapacity.