



MAINTENANCE SUPERVISOR

Job Description

I. IDENTIFYING INFORMATION			
JOB TITLE:	Maintenance Supervisor	WORK/PAY STATUS:	Full-time, Salary
SUPERVISOR:	City Clerk & City Council	FLSA STATUS:	Exempt
DEPARTMENT HEAD:	Maintenance Supervisor	PAY GRADE:	8
DEPARTMENT:	Maintenance	WORK SCHEDULE:	6:30-3 p.m./Flex Meetings
WORK LOCATION:	Shop & Various Work Sites		

II. PURPOSE STATEMENT	
PURPOSE & NATURE OF WORK:	Performs technical/specialized and some administrative work to manage the City's maintenance department. Exercises overall and direct responsibility for the operation, maintenance and repair of city-owned public works and utilities including surface (roads & streets) infrastructure, parks and park amenities, water supply system, swimming pool, wastewater system, storm sewer system, yard-waste site, and municipal buildings. Manages budget and promotes the effective and efficient use of resources. Actively participates in City's capital improvement planning process and equipment replacement decisions. <i>This is a working supervisor position in which the incumbent is expected to perform field work—in the daily operation & maintenance of city's utility, surface, and other infrastructure—during a significant percentage of the time.</i>

III. ORGANIZATIONAL RELATIONSHIPS	
Reports to:	City Clerk & City Council
Communicates with:	
<i>Internally:</i>	All other city employees and volunteers
<i>Externally:</i>	other public works superintendents & directors, other water & wastewater superintendents and operators, MDH, MPCA, DNR and other many county/state/federal agencies, professional organizations/associations, consultants and contractors, suppliers & vendors, developers and landowners, business owners, utility customers and residents
Supervises:	All department staff (regular & seasonal)

IV. DELEGATION OF AUTHORITY	
AUTHORITIES & CURRENT APPOINTMENTS	As administrative head of this department the incumbent has authority to supervise subordinate positions and control various systems, processes, and activities subject to Council's policy guidance. Working with the City Clerk and the Council the incumbent prepares department's budget, capital improvement plans, and equipment replacement plans and administers the budget in compliance with the City's purchasing policy and state requirements for bids/RFPs. The incumbent has the authority to decisively respond to urgent and emergency situations in accordance with City policies/guidelines and generally-accepted standards and practices. Acts as City's principal liaison to local/state/federal public agencies related to public works and utilities.

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V. ESSENTIAL FUNCTIONS

The left column lists the position's major areas of accountability and core responsibilities/key priorities. The right column specifies recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other duties and tasks may be assigned, by the position's Supervisor, according to City needs.

DEPARTMENT ADMINISTRATION & MANAGEMENT » Planning & Budgeting » Policies & Procedures » Laws, Rules & Regulations » Records & Information Management	a. Prepares, executes, and evaluates operating plans, policies and procedures for assigned department's operations and work activities. Daily coordinates and controls the systems, processes, and activities to comply with state and federal laws/rules/regulations and according to Council policies. b. Personally handles or oversees the preparation and maintenance of complete and accurate records. Ensures required reports are completed and submitted to appropriate agency. c. Prepares department's draft operating budget; administers Council-approved budget; and keeps Council informed of significant and noteworthy financial concerns and issues. d. Regularly informs the Council about noteworthy items; attends Council meetings to report on the department's operations, programs, and activities; and attends relevant boards/commissions/committees as directed/needed. e. Manages the department's document and records management system, overseeing and implementing appropriate security measures and managing the proper legal disposition of all records and documents.
OPERATIONS & MAINTENANCE » Seasonal-Daily Maintenance Activities & Tasks » Inspections » Equipment Repairs & Services » Cost Control/Quality Control » Recordkeeping » Equipment Replacement	f. Plans and schedules seasonal maintenance activities; oversees daily work through regular contact with maintenance worker; and provides leadership and guidance on more difficult & complex problems. g. Serves as licensed operator of city's water supply and wastewater treatment facilities and systems: observes ponds, collects, and tests as appropriate, water and sewage samples; makes process adjustments as necessary to maintain quality of water and effluent in accordance with state standards; and inspects new service connections. Maintains and repairs operational system lines and equipment; semi-annual flushing of systems. Processes utility locate requests; meter reading, connections and disconnections, work-orders and maintenance of water meters. h. Oversees and participates in the seasonal maintenance activities for city streets, roads, and other surfaces (parking lots, sidewalks, compost site, etc.): Performs routine maintenance tasks such as patching, crack filling/sealing, grading alleys, sweeping, and snow plowing/removal, ice control, compost burning and site compaction and yard waste collection. i. Oversees and participates in the maintenance of city owned buildings, park grounds and amenities, public swimming pool: monitors mowing/trimming tasks; maintains playground equipment; start-up and closing preparation of swimming pool: collects, and tests as appropriate, pool water samples; makes process adjustments as necessary to maintain chemical level in accordance with state standards; backwash of pool filters and general maintenance. All maintenance and repair of city owned buildings. j. Oversees and participates in the development, maintenance and use of the department's information databases & systems related to the assigned physical & capital assets including maps & diagrams, sketches/drawings/blueprints, registries/inventories, manuals and specifications. k. Oversees equipment maintenance activities through regular observation of employees' pre-operation checks. Conducts spot checks as well as fuller inspections on tools/equipment/machinery to make various determinations (operating condition, useful life, etc.). Recommends equipment replacements by preparing plans in conjunction with Clerk/Treasurer. l. Oversees the usage of materials and supplies and provides guidance and direction as appropriate. m. Oversees and participates in mosquito control operations as needed.

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V. ESSENTIAL FUNCTIONS (cont.)	
CAPITAL IMPROVEMENTS, CONSTRUCTION & PROJECT MANAGEMENT » CIP » Construction Management » Project Management » RFP/Bidding Processes » Consultant/Contractor Management » Project Cost Accounting	n. Participates in the City's planning process for capital improvements by working closely with city appointed/elected officials and consultants: keeps informed of relevant industry changes and conducts research and analysis as appropriate; makes recommendations to the Council about anticipated growth and direction for City's infrastructure, and carries out Council-approved plans, projects, and initiatives. o. Works with the City's elected/appointed officials, City Clerk to identify and finalize expectations and goals for various maintenance construction projects. Works with consulting engineers and other consultants to develop plans, specifications, and other documentation for construction projects. Participates in the City's bidding/RFP process. p. Oversees contractors and closely monitors project costs and timelines. Prepares, or directs the preparation of, reports for: 1) internal use; 2) review by City decision makers; and 3) submission to governmental agencies. Oversees detailed and accurate recordkeeping. q. Manages a variety of seasonal and other smaller, in-house projects (repairs/replacements/installations) that can be accomplished by department staff. Coordinates work with City Clerk and other city departments. Tracks project costs and maintains necessary paperwork.
SUPERVISION OF DEPARTMENT EMPLOYEES » Employee Relations » Hiring/Interviewing » Supervision & Work Scheduling » Performance Management » Discipline/Safety » Training & Development	r. Undertakes, or effectively recommends to the City Council, the full complement of supervisory functions for supervised positions such as staffing/hiring/interviewing, managing work schedules including leave approvals, assigning/prioritizing/reviewing work, coaching and assistance with evaluating performance, training and staff development, influencing compensation/rewards, and initiating discipline/discharge per City policy and under the Council's final approval for hiring and firing. s. Oversees and <u>regularly</u> participates in department's cyclical work: supervises employees' performance and reviews work output, assigns special duties and projects, and performs work tasks of subordinate positions as needed. t. Promotes workplace safety through ongoing efforts related to employee training and awareness as well as personal observation.
COORDINATION WITH OTHER CITY DEPARTMENTS » Joint/Shared Responsibilities » City-wide projects, events, & activities » Emergencies	u. Works closely with other department heads to coordinate work and perform shared responsibilities. Attends staff meetings. v. Coordinates work with other department heads by sharing information, actively seeks input/feedback and provides the same, and informs City Council about important issues and concerns. w. Works closely with other staff on unsafe/urgent situations and emergencies.
EXTERNAL COMMUNICATIONS/RELATIONS » City Representation & Liaison » Intergovernmental Relations » Business Relations » Public Relations » Media Relations	x. Represents City before various outside entities: establishes and maintains relationships with a variety of individuals and groups; interacts with consultants and contractors; and informs City Council of significant or noteworthy concerns and issues. y. Engages and interacts with peers and colleagues in all levels of government to share information, discern issues and concerns, and improve performance/productivity of assigned areas of accountability. z. Receives requests for information, complaints, and other input/feedback about Maintenance Department and either personally responds or directs subordinate staff to respond. Informs City Council of noteworthy problems or complaints and refers any policy matters for the council's consideration.
VI. OTHER DUTIES & RESPONSIBILITIES	
▪ Handles seasonal decorations. ▪ Performs other duties as directed by the City Council or apparent to the incumbent. ▪ May be subject to periodic drug-testing as outlined in city policies.	

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VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of;	Skill in;	Ability to;
▪ each major area of accountability ▪ City's and Department's organizational structure, operations, programs and activities ▪ City's geography, business & residential areas, and infrastructure ▪ laws, rules and regulations applicable to City government, including OSHA and other safety-related laws, rules, and regulations ▪ budgeting/accounting principles & bookkeeping practices ▪ management principles and practices as they apply to public sector ▪ office automation and other technologies (e.g. SCADA, GIS/GPS, etc.) useful for municipal operations ▪ City and department policies and procedures ▪ program management, process control and improvement, and work flow management ▪ OMR of maintenance and utilities	▪ providing leadership/supervision to employees and promoting a positive and motivational workplace ▪ establishing and maintaining cooperative and productive relationships with a variety of individuals and groups ▪ analyzing and planning department's operations ▪ developing alternatives; including cost/benefit and other pros & cons of various options ▪ analyzing data, preparing reports, and providing/presenting reliable information and sound advice to decision makers ▪ communicating, both verbally and in writing; and using an appropriate degree of tact depending on the situation ▪ using information technologies to increase work productivity ▪ reading/understanding plans, maps, blueprints, specifications, etc. ▪ preparing/administering budgets ▪ operating a variety of maintenance equipment and machinery	▪ handle not public data and other sensitive information according to state statute and City policy ▪ keep current on maintenance/utilities and related issues through participation in/contact with appropriate organizations, agencies, and other bodies ▪ continually improve personal knowledge base and keep current with best practices, new technologies, and industry trends ▪ cope with the mental stress of the position ▪ lift/carry/move heavy objects weighing up to 75 pounds and heavier objects with assistance ▪ implement Council policies and carry out directives ▪ interpret and administer policies with consistency and uniformity ▪ interact with various local & community organizations ▪ work beyond normal work hours as well as evenings, some weekends, and holidays ▪ attend meetings within and outside the City

VIII. MACHINES, TOOLS & EQUIPMENT REGULARLY USED

Machines, tools, and equipment regularly used: Typical office equipment; testing and lab equipment, meter reading equipment, utility locating equipment, phones including personal cell phone; and City vehicles.

All machines, tools, and equipment listed for subordinate position.

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IX. MINIMUM HIRING REQUIREMENTS

Includes Training, Experience, Licenses/Certifications, KSAs, and Other Credentials.

An equivalent combination of education and experience may be considered during the hiring process.

For Use in Hiring and Promotions	1. A level of training and experience equivalent to the position's major functional areas. 2. Some supervisory experience or demonstrated ability to lead others in work tasks. 3. Current Class D water and Class C wastewater licenses (or ability to obtain licensing within Council determined time-frame). 4. Valid Minnesota Class D driver's license and ability to obtain Commercial Driver's License within Council determined time-frame. 5. Valid Pool Operator's Certificate (or ability to obtain certification within Council determined time-frame). 6. Must have or able to obtain pesticide applicator's license.
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X. WORKING CONDITIONS (summary only)

Includes characteristics related to both the job itself and its work environment.

Serves on-call during Off-duty Hours	Operates many types of equipment and vehicles (with & without cabs). Work is regularly performed outdoors in all kinds of weather, in the maintenance shop, and in/around other buildings & facilities. Uses fine and large motor skills and movements. Coordinates hand/eye/feet to operate many tools, machines, and pieces of equipment. Uses balance while negotiating stairs/steps/ladders and working at heights including climbing water tower and using a bucket truck. Enters and works in confined spaces. Ability to exert moderate to considerable physical effort when lifting, pushing/pulling, and moving objects. Can lift/carry/move objects weighing 25-50 pounds (regularly) and up to 75/100 pounds (occasionally). Uses all types of vision (far/near/peripheral/depth/color/night), and senses of smell, touch, and hearing during regular work tasks and when making lockout/tagout decisions. Depending on seasonal work activities, construction projects, and weather & other events works outside normal hours including evenings/nights/weekends. Must be able to respond, in-person, to urgent and emergency situations. As scheduled/directed by department head, serves on-call subject to a response time per City or department policy. Work environment includes working around moderate to loud noises, fumes, and chemicals. Ability to read, understand and follow SDS and take appropriate steps to properly use, store, and dispose of hazardous materials. Ability to follow established protocols and supervisory direction in emergencies.
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Data Practices Notice for City Employees with Restricted Access/Use Privileges

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during the course of your employment with the City. You are expected to access and use—with proper safeguards & security measures—only the data necessary to complete specific work duties or work assignments and to do so in full compliance with City policies & procedures and state statutes. You should also take reasonable actions to ensure the data are not viewed or accessed by individuals without a legitimate work reason. Once the work reason to access the data is reasonably finished, you must properly store the privileged data according to the provisions of Minnesota State Statutes, Chapter 13. (NOTE: Refer any questions to the City Clerk/Treasurer.)