

CITY OF IRONWOOD

DEPARTMENT OF PUBLIC WORKS (DPW)
Supervisor

General Summary

Plans, supervises, and coordinates the work of staff engaged in the operation and maintenance of wastewater collection and storm drainage systems, water pumping, treatment and distribution systems, street maintenance, facility cleaning and repair, municipal cemetery, parks, trails and fleet management.

Supervision Received

Employee is supervised by the City Manager.

Supervision Exercised

Exercises supervision over all AFSCME Union DPW Staff and works in conjunction with the Water / Sewer Utilities Manager.

Essential Duties and Responsibilities

An employee in this position may be called upon to do any or all the following (Does Not include all tasks employee may be expected to perform):

1. Manage staff, methods, equipment, schedules, materials, and budgets to complete the installation, repair, maintenance, and operations of all areas under the Public Works Department: Water Distribution, Sanitary Sewer Collection, Water Pumping and Treatment, Cemetery, Streets, Parks, Recreational Trails, Storm Water, Equipment Maintenance, and City owned facilities and properties.
2. Exercise supervision over DPW staff, perform employee evaluations, recommend hiring, promotions, disciplinary actions, training, and terminations.
3. Plan, schedule, direct, and oversee the development and completion of the DPW work plans, assign projects, monitor work flow, evaluate methods and procedures, oversee the inventory and ordering of materials, provide time accounting and timesheet approval, review and evaluate work of departmental policies and procedures, maintain department records, create reports, oversee temporary employees and contract work.
4. Oversee the Water Distribution system including the installation and repair of water meters, service lines, and water leaks, and ensure proper completion of utility locates and water sample tests, maintenance and repair of hydrants and valves, monitoring and operation of pump station / treatment facility and reservoirs (tanks), including the Supervisory Control and Data Acquisition (SCADA).

5. Plans, organizes, schedules, supervises, and inspects the work of utility maintenance teams. Evaluates work performance, determines training needs, and implements necessary training programs.
6. Coordinates snow plowing throughout the winter season. Includes coordinating the call-out for bringing in drivers, training and managing staff and equipment and communicating with Public Safety, schools and emergency services.
7. Responds to citizen inquiries concerning service problems, identifies the source of the problem, advises citizens of recourse to resolve the concerns.
8. Performs certain personnel management functions such as, but not limited to approval of paid-time off, appraisal of performance, setting of work standards, and active participation in the recruitment and selection of employees. Responds to discipline problems and conducts first-step grievance resolution.
9. Identifies and resolves operational or conditional challenges as they occur, determining methods to complete projects within established standards and safety considerations.
10. Determines equipment and material needs and assures timely availability for projects. Researches maintenance history and provides for adequate inventory of materials within budgetary limits, to respond to unanticipated occurrences.
11. Facilitates the acquisition of materials, tools, and equipment based on need. Evaluates new equipment, procedures, and policies as they impact work assignment areas.
12. Anticipates maintenance needs, estimates personnel and supplies required to complete maintenance projects, and manages associated budgets.
13. Monitors monthly expenses for assigned work teams and approves or recommends large purchases of supplies.
14. Designs and implements contracts for a variety of services and repairs and monitors contractors for compliance. Communicates changes in programs, procedures or focus with subordinates.
15. Assures safe working conditions including public safety and proper handling of equipment in work areas.
16. Utilizes technical knowledge to solve maintenance, repair or construction problems including the review, comment, and modification of plans. Participates in plan reviews.
17. Works with other agencies and community citizens of the goals, priority, and status of maintenance activities, schedules, and impact of maintenance projects on neighborhood activities.
18. Maintains records of projects and routine maintenance including the activity of work teams, costs, time, and technical matters such as specifications, drawings, changes and updates.
19. Participates in the budget development process by researching historical and projecting future project and maintenance costs, proposing staff and equipment additions, and identifying training needs.
20. Maintains up-to-date knowledge of trends in public utility construction methods, materials, and equipment. Maintains up-to-date knowledge of laws and rules governing public works and safe work methods.
21. Prepares reports, memos, and correspondence. Upgrades maps and keeps current with changing technology as it applies to assigned area.
22. Performs other duties as assigned that support the overall objective of the position.

23. Ability to operate and train staff on a variety of power construction and maintenance equipment used in the department.
24. Coordinate the repair and maintenance of streets including sweeping, crack filling, pothole filling, culvert repair / replacement, mill and overlays, crush and shape, and road replacements. Must have knowledge of working with heavy clay soils and groundwater conditions during road and other construction projects.

Abilities

1. Requires the ability to plan, organize, prioritize, supervise, establish work standards, review performance, and train others in a variety of skilled and semi-skilled maintenance, construction, and repair work in the assigned as well as related areas of work.
2. Requires the ability to evaluate and operate a variety of vehicular and stationary mechanical equipment in a safe and efficient manner.
3. Requires the ability to read and understand oral and written instructions, diagrams, engineering specifications, maps, and blueprints.
4. Requires the ability to use a personal computer to perform electronic tasks such as access/print maps, GIS, email, type memos, budget entries, timesheets, spreadsheets, and other computer related tasks.
5. Requires the ability to accurately estimate and record labor and material costs connected with work assignments.
6. Requires the ability to work cooperatively with citizens.
7. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City.

Desired Minimum Qualifications

- Education and Experience:
 1. Graduation from high school education or GED equivalent is required. Associates or Bachelors preferred but not required.
 2. Five (5) years of experience relating to the construction, repair and maintenance of water systems including the operation of related maintenance equipment.
 3. Two (2) years minimum of managerial experience.

- Necessary Knowledge, Skills and Abilities:
 1. Thorough knowledge of equipment, facilities, materials, methods and procedures used in public water supply and transmission/distribution systems; thorough knowledge of pipe installation, connection and repair.
 2. Skill in operation of water system tools and equipment.
 3. Good mechanical skills; knowledge of wells, pumps, storage tanks, towers, and electrical circuitry a plus.

4. Knowledge of water and wastewater treatment techniques, processes and plant operations to provide safe technically sound operations of water and wastewater systems. Knowledge of pumping and well systems is critical.
5. Ability to operate and maintain various equipment used in water maintenance and repair such as backhoe and dump trucks; ability to organize and supervise the activities of various crews performing construction and maintenance work; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public.
6. The position requires considerable specialized knowledge of the methods and techniques of general construction, maintenance and repair related to public works.
7. Requires knowledge of the principles of maintenance management sufficient to put together proactive programs, establish standards, and review performance of teams and individuals.
8. Requires working knowledge of the policies, procedures, and laws governing work and scope of service.
9. Requires in-depth knowledge of inspection, servicing, repair, or replacement methods used in streets, parks, water pumping, treatment and distribution systems, or storm drain and sanitary sewer systems.
10. Requires knowledge of the operating characteristics and proper use of equipment and tools used in the maintenance and repair as assigned public works systems, including medium to heavy machinery, sufficient to train others and observe safe and best practice.
11. Requires knowledge of occupational hazards and safe work practices sufficient to conduct training and observe work behavior in the field.
12. Requires sufficient knowledge of and skill at using personal computers, common desktop software, and GIS programs.
13. Requires sufficient math skills to prepare cost information for budgets, record distances, and volume measurements.
14. Requires sufficient human relation skills to work as part of a team, review performance, resolve conflicts, conduct training, and demonstrate courtesy to customers.
15. Ability to manage job stress and interact effectively with citizens, City Commissioners and fellow staff.

Special Requirements

1. Valid State Driver's license required. A Class B CDL endorsement preferred.
2. Minimum certifications necessary to operate City water system as determined by the Michigan Environment, Great Lakes and Energy, are preferred but not required.
3. Residency shall be within twenty (20) miles of the corporate boundaries of the City of Ironwood.

Tools and Equipment Used

Knowledge of operation and use of motorized vehicles and equipment, including dump truck, pickup truck, grader, loader, utility truck, backhoe, manlift, tamper, plate compactor, saws, pumps, compressors, sanders, generators, trencher, common hand and

power tools, shovels, wrenches. Skill in use of detection devices, mobile radio, phone, copy and fax machine. Knowledge in all types of pumping systems.

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 use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

Available for emergencies all hours of day, seven days a week. If not available, communicate with next in line to have someone available for emergencies.

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 works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.