

*CITY OF OAKES*  
*JOB DESCRIPTION*

---

Job Title: Public Works Supervisor  
Salary: Depends on Experience

Reports To: Utilities Committee  
Reviewed: January 2017

---

**Scope of Work**

The individual in this position will do work activities associated with a wide variety of public services that include direct support to the Council and Mayor.

The Public Works Supervisor provides professional assistance to City employees, committees, and to the general public.

**Essential Functions**

1. Attend all City Council meetings.
2. Assist police department as needed (moving cars, etc.)
3. Performs service inspections and makes adjustments and repairs of faulty water meters and remote boxes, replaces older or damaged meters and remote boxes as required.
4. Performs necessary tests on meters to determine condition.
5. Maintains required inventory of parts and equipment including placing orders for the inventory.
6. Maintain proper inventory record and other necessary reports as requested by City Auditor.
7. Handles customer complaints and explains the reasons for charges or dispatches complaints to proper department for investigation. Locates services and turns on and off water services when necessary.
8. Maintains necessary records of all work performed.
9. Monitors maintenance and operation of inert waste site.
10. Coordinates snow removal plan and procedure.
11. Works as relief help or additional help at the Water Plant during vacations, sick days or other "time off" situations or as directed by the City Council.
12. Performs mosquito control services by applying larvicide and spraying adult mosquitoes during summer season.
13. Monitors operation of Sewage Disposal Lagoons and records data and maintains records regarding operation. Coordinates discharge permits with Department of Health.
14. Operates any of the following types of equipment (but not limited too): graders, front-end loaders, backhoes, asphalt distributors, rollers, dump trucks, trenchers, snow removal equipment, street sweeper, and aerial truck bucket.
15. Operates a variety of manually operated auxiliary equipment such as air hammers, compacter rollers and tampers in conjunction with heavy equipment on various construction and maintenance functions. Operates sign, marking and street line painting equipment.
16. Performs a variety of maintenance work such as: street sweeping, lot mowing, asphalt street patching, crack filling, concrete patching, vehicle and equipment maintenance, trash collection during designated clean-up weeks, vector control, tree trimming, etc.
17. Performs a variety of water and sewer maintenance such as: repairs water mains, sewage mains, valve maintenance, lift station maintenance, lagoon maintenance, fire hydrant maintenance, storm sewer maintenance, etc.
18. Performs required manual labor as crewmember involved in construction and public works maintenance projects.
19. Performs other building maintenance activities that involve some skill in the use of common maintenance tools of several trades.
20. Reviews and approves Building Permit Applications.
21. Performs related work as required.

### Knowledge, Skills, and Abilities

1. Ability to maintain effective working relationships with a diversified group of people under trying and stressful conditions.
2. Ability to communicate courteously and professionally to reflect a positive image of City of Oakes to its customers and the public.
3. Ability to delegate authority and tasks to complete daily duties efficiently.
3. Ability to express self logically and concisely in both oral and written form.
4. Ability to analyze, evaluate, and recommend sound solutions to problems of routine nature.
5. Ability to research, interpret, explain, and correctly apply policies, rules, regulations, and procedures.
6. Ability to work independently and efficiently.
7. Ability to adjust work schedule to perform necessary duties.
8. Ability to understand and maintain confidential matters.
9. Ability to understand mechanical problems and equipment.
10. Ability to use common hand tools and other related equipment.

### Typical Physical/Mental/Environmental Demands

1. Requires extended periods of standing and the ability to meet all physical demands of work.
2. Requires periodic lifting of 50 pound chemical bags. Occasionally maintenance may require lifting of approximately 75 pounds.
3. On a daily basis, requires the ability to read, write, compile, and analyze data and reports.
4. On a daily basis, requires the ability to work as a team player, courteously and respectfully with co-workers in a close working environment.
5. Shall have the ability to enter confined space areas such as manholes, vaults, and reservoirs.
6. Shall have the ability to climb towers and reservoirs as necessary.
7. May be subject to noise and chemical dust. Must work with hazardous chemicals in a liquid, vapor or solid form.
8. Shall have the ability to be able to work in all outside weather conditions.

The physical demands described here are representative of those that must be met by an employees to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education and Experience

1. High school diploma or equivalent.
2. Requires certification in Water Treatment Plant Operation required by the North Dakota State Department of Health or ability to obtain the certification plus any other certification required to perform job functions.
3. Requires certification in chemical application for weed and vector control or ability to obtain certification.
4. Valid drivers license. Requires Commercial Drivers License (CDL) within 6 months of employment date.

### Nonessential Functions

1. Use of personal computer, typing, use of calculator, spreadsheets, databases and any other software required to perform job functions.

### Salary

This is a full time, non-exempt position with standard benefit package.

The statements herein are intended to describe the general nature and level of work being performed by the person assigned to this position. The statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel as classified.