

CITY OF FIFTY LAKES POSITION DESCRIPTION		
Maintenance Supervisor / Public Works – Non-exempt		
DEPARTMENT: Maintenance / Public Works	SUPERVISOR: City Council	SUUPERVISES: Part Time Maintenance

NATURE OF WORK:

Serves as department head with overall responsibility for the daily operation, maintenance, and repair of City roads, parks, and buildings and grounds. Oversees and participates in both routine and skilled labor and performs some administrative duties, including supervision of maintenance staff. Oversees policies, procedures, practices and training requirements to ensure safety in the workplace and compliance with applicable regulations. This position also has the responsibility to be on-call for snow removal and emergencies.

ESSENTIAL FUNCTIONS OF THE JOB:

Road Maintenance:

- Maintain roads, parking lots, ditches and related properties using heavy and light equipment and manual labor.
- Conduct snowplowing, sanding and salting operations.
- Conduct grading, sweeping and roadside mowing/limbing operations.
- Install and maintain culvert and storm gutter systems.
- Install and maintain traffic road signage.
- Coordinate and implement crack seal-seal coat-overlay operations per industry standards.
- Coordinate, schedule and implement Class V road maintenance program per industry standards.

Buildings and Grounds:

- Perform park and grounds maintenance and construction activities.
- Perform landscape/ground care with heavy and light equipment and manual labor.
- Service and maintain heating and A/C systems.
- Perform plumbing, light electrical, touch up painting and other repairs.
- Perform snow removal and de-icing of sidewalks, alleys and parking lot areas.

Equipment Maintenance:

- Perform vehicle maintenance, minor welding and repair of gas/diesel engine and chassis and non-motorized equipment.
- Maintain equipment records, parts and supply inventory for buildings, grounds and maintenance equipment.

Peripheral Duties:

- Schedule seasonal and part time workers, supervise and carry out various daily and on- call maintenance projects.
- Perform other related duties as assigned or where need is apparent
- Attend City Council meetings as necessary or requested

REQUIRED KNOWLEDGE AND ABILITIES:

- Knowledge of City operations, policies, and ordinances.
- Ability to analyze problems/situations and propose solutions.
- Ability to prepare routine reports, case files, and correspondence.
- Ability to supervise and motivate staff, and promote safety in the workplace.
- Ability to work independently, with only general direction.
- Ability to comprehend and apply pertinent federal and state laws and departmental regulations.
- Knowledge of safety related laws, OSHA's lockout / tag out procedures, confined space entry rules, AWAIR, Employee Right-to Know, and other relevant regulations.
- Ability to communicate effectively, both orally and in writing, with state regulatory agencies, elected officials, City staff and the general public.
- Ability to work quickly and decisively in emergency situations.
- Ability to perform mathematical calculations.
- Ability to prioritize work projects to ensure the efficient and effective use of resources.
- Ability to exert considerable physical effort when lifting, pushing and pulling objects.
- Ability to read and understand hazardous material labels and take appropriate steps to properly store or dispose of hazardous materials.

MINIMUM EDUCATION/EXPERIENCE REQUIREMENTS:

High School diploma or GED required. Three to five years of experience in a Street, Highway, Utilities, Park or Maintenance Department OR Equivalent. Minimum of Class B Driver's License required (with requirement to obtain Class A Driver's License within six months).

WORK SCHEDULE:

The typical work hours for this position is 40 hours per week, and it does require some evening and weekend work, depending on snow removal needs and other emergencies that may arise.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

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. Considerable physical effort is required involving many types of movement such as lifting, bending, and twisting. The employee is occasionally required to use hands to operate objects, controls, or tools; reach with hands and arms; climb or balance; stoop, knee, crouch or crawl. Large and fine motor skills are necessary as well as a full range of senses. The employee will occasionally lift and/or move more than 100 pounds.

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 will be exposed to extremes in temperatures and possibly fire and smoke, and dusty conditions. Work involves routine exposure to irritants/fumes, hazardous chemicals, vibrations, and noise.

The duties listed above are intended only as an illustration of the various types of work that may be required. The omission of any specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee; the job description is subject to change by the employer as the needs of the employer and requirements of the job change.