



City of Cloquet Job Description

POSITION: Street Department Supervisor
DEPARTMENT: Public Works-Streets
REPORTS TO: Assistant Director, Public Works

SUMMARY

At the direction of the Assistant Director, Public Works, oversees and actively participates in the day-to-day operations of the Public Works Department, including determining and monitoring all street maintenance projects to ensure efficient operations.

ESSENTIAL FUNCTIONS OF THE JOB

Develops, prioritizes, and assigns daily work schedules for department personnel.

Supervises/assists in repairs and maintenance of the city's streets, right-of-way's, storm sewer system, sidewalks, and equipment. Duties include, but are not limited to:

- Street Repairs: pothole patching, crack-sealing operations, sealcoat operations, flagging and traffic control, boulevard and median maintenance, including weed control and surface repair, and street sweeping.
- Right-of-way and Sidewalks: Sod replacement, black dirt and seed placement, tree trimming and removal, concrete curb/sidewalk removal and repair.
- Storm Sewer System: Clean and repair catch basins, manholes and other structures. Aid in inspection of storm sewer system
- Snow Removal: Snow plowing, sanding, hauling, and ice control.

Supervise work with materials such as bituminous materials, sand, gravel, black dirt, concrete and salt

Supervise and operate equipment such as tandem axle dump trucks, steel wheel and rubber tire rollers, street sweepers, oil distributors, asphalt pavers, jet vacuum machines for storm sewer, wheel loaders, backhoes, motor graders, excavators, aerial lift trucks, and other miscellaneous equipment as assigned

Maintains effective working relationships with other departments, employees and the public

Completes appropriate reports and paperwork related to employee hours, project costs, material quantities, etc.

Maintains inventory and places orders for required equipment, parts, materials and supplies, obtains and reviews vendor price quotations when required

Researches and makes recommendations regarding the purchase of major new equipment, services and supplies

Regular, reliable attendance during scheduled work hours and outside regular hours as necessary

Responsible to work and manages overtime, shift changes, and on call schedules as necessary or assigned

Responds to citizen complaints and questions regarding the department's operations and services

Adheres to safety rules and procedures, work rules and city policies

Attend Board meetings as needed or requested

Performs other duties and responsibilities as apparent or assigned

SUPERVISORY RESPONSIBILITIES

Provides on-site direction to full-time employees, seasonal employees, or contract personnel. Directly supervises employees in the Street Department. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include screening, interviewing, and training employees; planning, assigning, and directing work; appraising performance; disciplining employees; addressing complaints and resolving problems; and the ability to effectively recommend the hire, adjustment of grievances, transfer, promotion, suspension, demotion and discharge of employees.

WORKING HOURS

Normal working hours are from 7:00 a.m. to 4:00 p.m., Monday through Friday. Other times may be required, as necessary.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

High School Diploma or equivalent; Five years of street/water/sewer maintenance or construction experience including equipment operation, or equivalent; experienced with supervisory duties and responsibilities.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to prepare written reports and correspondence. Ability to communicate effectively with employees, citizens, customers, supervisors and the City Council. Ability to give verbal presentations.

MATHEMATICAL SKILLS

Ability to make arithmetic computations using whole numbers, fractions, and decimals. Ability to understand and compute rates, ratios, percentages, areas and volumes.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to make independent decisions.

OTHER KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of computer operations, including the ability to learn and use computer programs including Microsoft Office (Word, Excel, Access, One Note, Publisher) or Adobe

Experience working in a municipal public works department; working knowledge of methods, techniques, tools, materials and equipment used in roadway construction, maintenance and repair

Training/education in maintenance, machinery, mechanics or related field

History of safe work habits and clean driving record and understanding of applicable work safety standards

Ability to manage multiple projects at one time, anticipate workloads and schedule staff and projects accordingly

Knowledge of responsible salt/sand application, equipment calibration and best practices for snow and ice removal

General knowledge of best practices and identification of invasive species and pests

CERTIFICATES, LICENSES AND REGISTRATIONS

Minnesota Class A Commercial Driver's License

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

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT

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 frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts.

The noise level in the work environment is usually loud.