



**Position Title:** Public Works Supervisor  
**Department:** Public Works  
**Reports To:** Public Works Superintendent  
**FLSA Status:** Exempt

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### **Summary**

This position provides direct supervision of Public Works Maintenance crews. The Public Works Supervisor assists the Public Works Superintendent in planning, developing, and managing operational and maintenance programs that will ensure the highest level and efficient means of service to the residents of Hastings.

Operations and maintenance of City utilities and infrastructure is a 24-hour per day responsibility. Accordingly, the Public Works Department assigns after-hours response duties to a Standby Duty operator. The Public Works Supervisor is expected to be available after hours to assist the Standby Duty operator by providing them direction, answering questions, contacting the public, or calling in other Public Works operators for additional support.

### **Essential Position Duties & Responsibilities**

*The duties and responsibilities listed are intended only as examples of the types of work performed by employees in this position and are not intended to be all-inclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The City reserves the right to revise or change job duties as organizational needs and job requirements change.*

- Supervise, assign duties, and direct the daily performance of Public Works Maintenance Department crews in all tasks related to the operation and maintenance of streets, utilities, the water treatment plant, and the hydroelectric power plant.
- Provide timely and accurate information to maintenance crews.
- Directly responsible for organizing, developing, archiving, and upkeep of infrastructure maintenance reports, including but not limited to patching operations, street light maintenance, traffic sign locations, age and maintenance, tree trimming, storm sewer maintenance, sanitary sewer maintenance, hydrant operation and flushing, water valve operation, and hydroelectric facility maintenance activities.
- Directly responsible for maintaining records and ensuring the performance of manufacturer required regular scheduled maintenance of Public Works vehicles and equipment, water, sanitary sewer, storm sewer, and hydroelectric plant pumps, motors, materials, and supplies.
- Initiates orders for parts, materials, and supplies.
- Make recommendations to the Public Works Superintendent for replacement of equipment, infrastructure needs, and other maintenance information.

- Assist the Public Works Superintendent with development of short- and long-term goals, annual budgeting, and monitoring of budget and expenditures.
- Train crewmembers in safety rules and keep all required safety records. Take prompt corrective action concerning potential safety hazards.
- Assist the Public Works Superintendent in establishing, maintaining and enforcing policies and procedures of the City. Assist in the development and interpretation of policies, rules, regulations, and procedures for the department.
- Provide timely, accurate, proactive information to the Public Works Superintendent regarding current and ongoing departmental issues.
- Ensure compliance with all applicable federal, state, and local policies and procedures.
- Handle inquiries and complaints from residents, contractors, and others concerning Public Works maintenance activities in a timely manner to ensure effective service and maintenance of goodwill among residents of the City.
- Upon request of the Public Works Superintendent, make recommendations relating to the hiring, transfer, suspension, promotion, discharge, assignments, reward, or discipline of employees.
- Respond to after-hours emergency calls and assign personnel accordingly to ensure a quick response to such calls.
- Perform maintenance and labor work along the Public Works Maintenance crews if necessary.
- Conduct special projects as needed.
- Respond to infrastructure or maintenance emergencies as necessary. In order to maintain availability to support operations staff during these events, the Public Works Supervisor is expected to coordinate schedules with the Leads to avoid concurrent planned absences and vacations.
- Serve on the City's Safety Committee.
- Regular attendance is required.
- Perform other duties and assume other responsibilities as apparent or as delegated.

### **Knowledge, Skills & Abilities**

- Thorough knowledge of materials, methods, and techniques used to successfully repair and maintain public streets, storm sewer system, streetlights, sanitary sewer collection system, and a water supply and distribution system.
- Thorough knowledge of the operational functions and capabilities of light and heavy construction and maintenance equipment, pumps, motors, and control systems.
- Thorough knowledge of occupational safety precautions necessary to conduct assigned activities safely.
- General knowledge and ability in good personnel and supervisory practices.
- Ability to plan and schedule work so as to efficiently and effectively utilize the personnel and equipment resources available in the department.
- Ability to organize, update, and maintain records of the department's operations and maintenance activities.
- Ability to read and interpret construction as-built drawings.

- Ability to proficiently utilize computers for word processing, spreadsheets, email correspondence, and access to utility control system management and data reports.
- Ability to work autonomously.

### **Minimum Qualifications**

- High school diploma or equivalent.
- Eight (8) years of progressively responsible experience in repair, maintenance, or construction work involving Public Works or similar infrastructure, including three (3) years of experience with municipal water, sanitary sewer, and stormwater utility systems, OR an Associate's degree plus three (3) years of progressively responsible experience in municipal water, sanitary sewer, and stormwater utility systems.
- Minimum of two years of leadership experience.
- Possession of APWA-MN Chapter Public Works Certificate, MN LTAP Roads Scholar, or the ability to obtain within three (3) years of appointment.
- Possession of an MN Class D water license and a Class SD wastewater license. Required to attain a Class B water license and a Class SB wastewater license within five (5) years of appointment.
- Class B Commercial Driver's license with Air Brake endorsement and the ability to obtain a Tanker endorsement within three (3) months. Required to obtain a Class A Commercial Driver's license within three (3) years of appointment.
- Experience actively using Microsoft Office Applications (Word, Excel, Outlook).

### **Preferred Qualifications**

- Five (5) or more years of supervisory experience. Skilled in the day-to-day supervision, performance evaluation, and training needs of employees.
- Three (3) or more years of experience with municipal water, sanitary sewer, and stormwater utility systems.
- An Associate's degree or higher.
- Budgeting experience in local government.
- Experience actively using Geographic Information Systems (GIS) and/or Asset Management Software packages.
- Class A Commercial Driver's License with Air Brake and Tanker endorsements.

### **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 the 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 sit, talk, or hear, stand, walk, use hands to finger, handle, or operate objects, tools, or equipment; reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl; taste and smell; occasionally lift or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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.*

Work is performed primarily in an outdoor setting. The noise level in the work environment is usually noisy and may occasionally be loud. The temperatures in the work environment may vary from very hot to very cold.

### **Supervision of Others**

This position is responsible for the direct supervision of others.

*The omission of specific statements of 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 and is subject to change by the employer as the needs of the employer and requirements of the job change.*