

TOWN OF THOMSON POSITION DESCRIPTION

POSITION: Public Works Supervisor

BOARD APPROVED:

REPORTS TO: Town Board

STATUS: Full-time, Hourly Wage
40 Hours per week/Overtime
Additional Benefits as Stated

PURPOSE AND SCOPE

The primary purpose of the position is to plan, coordinate and supervise the maintaining the Town's infrastructure and coordinate the public works department staffing, equipment maintenance needs, and record keeping. The position will also be required to interact with the Board of Supervisors, Town Staff, and members of the public on matters related to Town infrastructure.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The requirements listed below are representative of the knowledge, skill and/or ability required and may not include all duties performed by the individual. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Supervise and be responsible for the operation and maintenance of Town owned infrastructure including but not limited to:
 - Sanitary Sewer Collection system
 - Paved and Unpaved Roads
 - Stormwater Management System
 - Fire Protection Water System
 - Town Vehicles, including heavy equipment
 - Town Public Works Building, Trail and Park System
- Interface and communicate with the public on matters regarding the Town's infrastructure
- Maintain and manage the Town's record system as it relates to Town infrastructure and facilities
- Call snow emergencies and calls for winter maintenance activities according to Town policy.
- Manage the Town's responsibilities and responses under State utility location laws
- Supervise Public Works staff as well as participate in the hiring and documentation of employee performance
- Assist and coordinate with other staff, consultants, and representatives of other municipalities as needed to complete the duties of the position
- Attend Town Board meetings and/or provide regular written report of activities of department staff
- Assist with the development, implementation, and updating of Town policies relating to infrastructure

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of applicable work safety standards and/or first aid measures
- Good verbal and written communication skills
- Good organizational skills
- Ability to operate heavy equipment (motorized grader, front end loader, excavator, backhoe / loader, brush mower tractor)
- Knowledge of methods, techniques, tools, materials, and equipment used in street construction, maintenance, and repair.
- Ability to present oneself in a favorable manner to the public.
- Ability to keep good records
- Basic mechanical ability

JOB TITLE: PUBLIC WORKS SUPERVISOR

ADDITIONAL REQUIREMENTS

- Ability to read and understand written correspondence, memos, and equipment manuals.
- Ability to communicate with co-workers, supervisors, and the general public.
- Ability to promote teamwork through communication, motivation, and cooperation.
- Ability to maintain confidentiality.
- Able to respond to emergencies within 30 minutes, in adverse weather conditions / road conditions, i.e. heavy snow, rain, ice.

MINIMUM REQUIREMENTS

- High School Diploma or GED
- Valid Class "B" Driver's License
- Ability to lift / move 50 pounds frequently; occasionally lift / move 100 pounds

DESIRABLE QUALIFICATIONS

- Previous experience as a foreman or supervisor with another municipality or general contractor
- Class C Wastewater Operator License (or higher) or ability to obtain within 6 months of employment
- Experience managing One-Call ticket requests and utility marking requirements
- Experience with vehicle maintenance, including dump trucks, snowplows and graders
- Experience in or overseeing the construction of municipal infrastructure
- Experience utilizing permit management and records management software
- Fluency with Microsoft Office products
- Fluency with Microsoft Windows and tablet operations

NOTE TO EMPLOYEE: The undersigned Employee acknowledges that they have read and understand this *Position Description*, which includes the *Physical and Environmental Factors List* for the position. Furthermore, that a copy of this *Position Description* will be provided to the Employee and the signed original will be placed in their personnel file. Finally, that this *Position Description* shall define their position indefinitely unless later amended and duly adopted, at which time this same procedure shall be followed.

Town Clerk

Date

Employee

Date