

The City of Polk City is now accepting applications for a **Public Works Supervisor** to join our Public Works Department. This full-time leadership position plays a vital role in maintaining and improving the City's infrastructure, utilities, and public spaces while supervising and supporting a dedicated team of public works professionals. The Public Works Supervisor serves as a working leader who directs and participates in the daily operations of the public works department across all divisions, including water, wastewater, streets, parks, stormwater, and city facilities. The role involves planning, scheduling, and overseeing maintenance and infrastructure projects while supervising staff, assigning tasks, providing training, and ensuring a safe and productive work environment. The Supervisor ensures compliance with local, state, and federal regulations, including EPA, DNR, and OSHA standards, and inspects work to maintain quality and adherence to specifications. Additional responsibilities include responding to citizen concerns, assisting with budgeting and purchasing, maintaining accurate records, and coordinating with contractors and other stakeholders. The position also requires responding to emergencies and supporting after-hours operations as needed to maintain essential city services.

The salary range for the position is \$83,306.35 - \$124,959.53, with an expected starting between \$83,306.35 - \$101,711.24, depending on qualifications. The position includes excellent benefits, paid time off, and is an IPERS covered position. Please submit resume, cover letter, and 3 references to Susan Lawton, City Clerk at slawton@polkcityia.gov. Electronic submissions are required. Email or telephone inquiries for the position may be directed to Susan Lawton at 515-984-6233. The first review of applications will take place on June 29, 2026. Position will remain open until filled. A copy of the job description can be found below.



City of Polk City

Title:	Public Works Supervisor
Department:	Public Works
Status:	Regular Full-Time/Exempt
Reports to:	Public Works Director
Supervises:	Operations Specialist I and II
Pay Grade:	E2

POSITION FUNCTION:

Under the general direction and supervision of the Public Works Director, the Public Works Supervisor is responsible for assisting in the directing, planning, and organizing of the daily, seasonal, and cyclical activities of the public works department. The Supervisor assists in the assessment of needs and planning of utilities.

The Supervisor monitors the overall effectiveness and efficiency of the department and its staff and makes recommendations for improvement and directs the activities of the department. The position is responsible for the operation and maintenance of the City's water and sanitary sewer systems. The position supervises the general maintenance and cleanliness, and efficient operation of the City's wastewater treatment distribution system including manholes, lift stations; all City owned and leased property including parks, public buildings, and roadways; equipment maintenance; signal lights; drinking water systems; and storm water systems. The Public Works Supervisor will serve as a working supervisor and direct the daily activities of all subordinates in all the divisions of public works by determining work priorities, and resources needed to carry out the activities.

DUTIES AND RESPONSIBILITIES:

1. Serves as working supervisor by directing and participating in the daily activities of subordinates in all division of public works.
2. Purchases commodities and services in accordance with the current city purchasing policy.
3. Inspects work in progress and upon completion for conformance to desired standards and objectives for all buildings, facilities and grounds work under position's authority.
4. Plans, schedules, evaluates, and oversees all public works personnel, projects and operations including sanitary sewer, facilities, buildings, and grounds, drinking water, storm water, parks.
5. Assure the city meets State EPA and DNR guidelines and provides for emergency maintenance needs outside of normal business hours.
6. Respond to citizen complaints taking remedial action when necessary and reporting the same in a timely manner to the Public Works Director.
7. Ensure staff is in compliance and holding all necessary certifications for their respective positions.
8. Assist departmental purchasing and monitor expenditures to ensure compliance with the fiscal year budget.
9. Assist and maintain systematic, complete, and accurate departmental records and prepare reports as needed
10. Direct, assign, plan and review the work of department staff. Resolve personnel complaints and problems and maintain a productive work environment.
11. Assist private contractors in regard to problems encountered when undertaking specific public works projects previously authorized; attend pre-construction meetings and inspect work in progress and upon completion for

adherence to the contract, standards, and general objectives. (“Competent person” training will be required if not already held.)

12. Recommend policies and procedures to enhance the effectiveness and efficiency of department operations.
13. Ensure proper training of Public Works employees including OSHA requirements and operations of all equipment and systems.
14. Approve purchasing and control inventory for the department.
15. Investigate infrastructure complaints and report back to Public Works Director.

16. Assist in the enforcement of the City Code and policies related to the public works department.
17. Carries out supervisory responsibilities in accord with the City’s policies and applicable laws and training employees; plans, assigns, evaluates and directs direct report’s work.
18. Maintains knowledge on applicable new local, state, and federal laws, mandates and regulations, policies and procedures and contemporary public works trends and initiatives.
19. Assists with daily duties as needed including: meter readings, meter installation, wastewater pond maintenance, hydrant flushing, water valve exercising, manhole repairs, water system failures, lift station maintenance and emergency repairs, lawn maintenance, tree trimming, street patching, plowing whenever called upon, street sweeping, storm sewer repair and maintenance, street sign installation and maintenance, overland flowage area and ditch maintenance, parks maintenance activities, utility locates, equipment maintenance; meter inspections; etc.
20. Responds to emergencies as necessary.
21. Attend seminars, professional /district meetings, and workshops related to public works duties and responsibilities to keep apprised of developments/changes in municipal government.
22. Other duties as directed by the Public Works Director or City Manager that arise from a matter of policy or contemporary trends.

TRAINING AND EXPERIENCE:

Graduation from high school or possession of a GED; and three years’ experience in public works, engineering or construction/building type experience related position, including supervisory experience in the public works/construction/building/engineering industry, or any equivalent combination of experience, education, and training which provides the knowledge and abilities necessary to perform the work.

1. Shall possess and maintain Iowa Certified Pesticide Applicator Certification, valid in all categories necessary for the department. This certification must be obtained within 60 days of employment.

Tools and Equipment Used:

1. Personal computer, including word processing, spreadsheet and data base software, 10-key calculator, telephone, copy machine, fax machine, postage meter, first aid and safety equipment.
2. Cleaning and maintenance chemicals and solutions in accord with manufacturer’s specifications.
3. Heavy road, excavation, and construction equipment, including but not limited to backhoe, dump truck, snowplow equipment, tractors and various attachments, front loader, etc.
4. Hand and power tools commonly associated with public works tasks and maintenance of public works equipment.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

1. Intermediate periods of standing, walking and sitting, bending, grasping, pushing, pulling, squatting, twisting and kneeling.
 2. Ability to lift up to 100 pounds.
 3. Frequent kneeling, crawling, crouching, lifting, pushing, pulling, reaching, handling, carrying objects, talking, hearing, near and far sight acuity.
 4. Outside work involves regular and prolonged exposure at times to the varying elements of the weather, such as rain, wind, snow, heat or cold.
 5. Ability to tolerate low to moderate noise exposure of machinery and equipment.
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OTHER NECESSARY REQUIREMENTS:

1. Pre-employment drug testing and criminal background history check
 2. Valid Iowa Driver's License
 3. Valid Iowa Commercial Driver's License, class B with airbrakes
 4. Grade 1 Iowa Wastewater Operator license (DNR)
 5. Grade 2 Iowa Water Distribution Operator license (DNR)
 6. Grade 2 Iowa Water Treatment Operator license (DNR)
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OTHER PREFERRED REQUIREMENTS:

1. Grade 1 Iowa Wastewater Collection Operator license (DNR)
2. Iowa Certified Pesticide Applicator Certification