

Job Description
Assistant Working Public Works Supervisor

EXEMPT: NO	DEPARTMENT: PUBLIC WORKS
LOCATION: CASSELTON, ND	DATE: NOVEMBER 2006
REPORTS TO: PUBLIC WORKS SUPERVISOR	REVIEWED: MARCH 2021
PREPARED BY: INCUMBENT, AUDITOR	

1. **INTRODUCTION:** The Assistant Public Works Supervisor performs a wide variety of public services that include direct support to the Public Works Supervisor, Council, Mayor and general support to the Auditor. Additionally the incumbent provides professional assistance to City employees, committees, and to the general public. This Job Description is not a contract and is subject to change.
2. **SUPERVISORY CONTROLS:** Work is performed under the supervision of the Public Works Supervisor, Mayor and Public Works Committee. This is accomplished through delegation of authority and expected compliance with established policies. Highly unusual or complicated problems may be referred to the committee or mayor for further guidance or decision. Incumbent is expected to rely on his/her experience, judgment and knowledge to resolve routine problems.

Performance is evaluated through observation, review of assigned work or projects, feedback from members, and compliance with established policies and procedures.

3. **WORKING RELATIONSHIPS:** Relationship with co-workers shall be guided by the following tenets:
The incumbent is cooperative and, when appropriate, assists others. Works to promote teamwork within the department and throughout the City of Casselton. Shares information with peers, resolves conflict through use of tact and diplomacy. Exhibits a positive image and outlook when interacting with co-workers and/or the public.

Public Works (100) %

The Public Works Assistant Supervisor is responsible for the day-to-day operations of the public works department including planning, scheduling, prioritizing and training of employees.

Specific Supervisory Duties

- Plan, schedule, prioritize and manage the day-to-day operation of the public works department,
- Assign responsibilities to Public Works Laborers.
- Manage, organize and resolve unexpected factors and conditions such as staff issues, equipment breakdown, weather conditions, problems, complaints, etc.
- Prepare and supervise employee work schedules.
- Address resident inquiries and concerns.

The following are essential functions and general responsibilities of the Public Works Assistant Supervisor, included but not limited to:

A. Year Round

- a. Read water meters.
- b. Meter repairs and change outs.
- c. Equipment repairs.
- d. Monitor Lagoons.
- e. Take water samples.
- f. Locates underground utilities.

B. Spring

- a. Snow removal as needed.
- b. Open storm sewer grates.
- c. Check storm sewer lift stations.
- d. Assist in scheduling training sessions with State Health Department
- e. Sewer and hydrant flushes.
- f. Transfer lagoons.
- g. Blade gravel roads.
- h. Begin sweeping all city streets monthly and business district every Monday.
- i. Pump standing water at landfill
- j. Monitor lagoons for discharge.
- k. Prepare mosquito sprayer. Preliminary spraying schedule, spraying education if needed.
- l. Mow road ditches.
- m. Keep land fill clean.
- n. Cover inert site with dirt.
- o. Take down snow equipment.

C. Summer

- a. Run landfill.
- b. Take water samples.
- c. Mow city lots, lagoon roads, dikes, Governor's Drive.
- d. Jet sewers by wards.
- e. Blade gravel roads.
- f. Assist Public Works Director in preparing annual budget.
- g. Develop lists needed for lift station pumps.
- h. Schedule equipment services and repairs
- i. Set dates for fall sewer and hydrant flushes.
- j. Street sweeping city wide done monthly

D. Fall

- a. Empty and balance lagoons down for winter.
- b. Sewer and hydrant flushes.
- c. Jet sewers by wards
- d. Blade gravel roads
- e. Mow city lots, Governor's drive, lagoons and dikes.
- f. Sweep city wide.
- g. Set sweeper for leaves. Sweep 3-4 times.
- h. Change oil in all lift station pumps.
- i. Ready snow equipment.
- j. Cover land fill with interim cover
- k. Winterize and put all summer equipment in shed
- l. Put up Christmas décor.
- m. Get storm lift stations ready for winter.
- n. Snow removal.

E. Winter

- a. Snow removal.
- b. Get parts for summer equipment services.
- c. Annual service work on all summer equipment.
- d. Begin installing new meters.
- e. Employee evaluations.
- f. Take down Christmas décor.
- g. Pick up Christmas trees.
- h. Burn tree pile.

POSITION QUALIFICATIONS STATEMENT

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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.

Must live within 20 driving minutes of the City. (10/1/18 by motion of City Council.)

This position is subject to random drug testing as stated in policy manual.

EDUCATION and/or EXPERIENCE:

1. High School Graduate
2. Knowledge of sewer and water systems
3. Equipment Operation

LANGUAGE SKILLS:

1. Ability to read and comprehend instructions, short correspondence and memos.

REASONING ABILITY:

1. Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving request for service.

CERTIFICATES, LICENSES, REGISTRATIONS:

1. Class B CDL or adjoining state driver's license and current CDL physical card.
2. After one year of employment, the city will assist with or schedule training to achieve the following certifications
 - a. Water Distribution Class 2
 - b. Water Treatment Class 1
 - c. Waste Water Treatment Class 1
 - d. Waste Water Collection Class 2

OTHER SKILLS and ABILITIES:

1. Knowledge of equipment operation and maintenance.
2. Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by and 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.

1. While performing the duties of this job, the employee is regularly required to handle or feel objects, tool or controls; talk and hear. The employee is frequently required to stand, walk and crouch.
2. The employee must occasionally lift and/or move up to 75 pounds.

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.

1. The work environment is typically a moderate to severe.
2. While performing the duties of this job, the employee works near moving mechanical parts.
3. The noise level in the work environment is moderate.
4. Work areas may be confined space.