

# City of Soda Springs

## Job Description

**JOB TITLE:** Public Works Supervisor

**Date Last Revised:** October 23, 2017

**Department:** Public Works

**Reports to:** Director of City Services

### JOB SUMMARY

Plan and oversee the day to day operations of the power, street, airport and shop departments.

### DUTIES AND RESPONSIBILITIES

#### Essential

- Oversees all activities of the power, streets, airport and shop departments, including preventative maintenance and new project work.
- Supervises employees (i.e., counsels, trains, schedules, signs time cards, recommends termination and hiring, enforces policies and procedures, checks work, etc.).
- Assures all expenditures are within budget constraints, and authorizing purchasing.
- Provides weekly reports to the Director of City Services by keeping daily work logs, and summarizing statistics.
- Coordinates all work on power plants and with PacifiCorp on power issues, outages and new installations.
- Schedules all street repairs in an orderly manner to maintain good condition of City streets.
- Coordinate street maintenance and repairs with the State of Idaho as required.
- Supervises and coordinates all aspects of Safety by ensuring proper equipment, safeguards, and procedures are consistently followed.
- Performs duties of subordinate employees by reading and shutting off meters, participating in street maintenance and snow removal.
- Performs other duties as assigned.

### QUALIFICATIONS

#### Essential

- High School diploma or equivalent plus six (6) years public works, engineering or construction experience, three (3) of which must be in a supervisory capacity, or an equivalent mix of education and experience.
- Possess CDL or the ability to obtain quickly.
- Good communication skills (verbally and in writing)
- Mental alertness and manual dexterity for the operation, maintenance and repair of mechanical and electric equipment.
- Extensive knowledge of principals, practices and methods of collection systems.
- Physically and mentally able to perform the duties listed (i.e., bending, stooping, reaching, pushing, pulling, climbing, running, walking, standing, kneeling, crawling, lifting up to 50 lbs occasionally, grasping, seeing, communicating, moving awkward objects, etc.).

- Perform duties requiring mechanical aptitude.
- Good understanding of occupational hazards and safety requirements.
- Ability to perform strenuous manual labor for extended periods of time (i.e., lifting 100 lbs, mowing, digging, etc.) and under varying climactic conditions.
- Vibration and noise are present in the working conditions.
- Ability to perform essential duties efficiently and accurately with or without reasonable accommodations and without endangering incumbent or other employees. g, pulling, climbing, running, walking, standing, kneeling, crawling, lifting up to 50 lbs., grasping, seeing, communicating, etc.).
- Perform duties requiring mechanical aptitude.
- Good understanding of occupational hazards and safety requirements of operation of water and wastewater control systems.
- Ability to perform strenuous manual labor for extended periods of time (i.e., lifting 50 lbs, mowing, digging, etc.).
- Ability to perform essential duties efficiently and accurately with or without reasonable accommodations and without endangering incumbent or other employees.

#### **MACHINES OPERATED**

- Heavy equipment (i.e. backhoe, dump truck, loader, vacuum truck, skid steer loader, etc.).