

MEMO

TO: Mayor and City Council
FROM: MIKE ALTHOFF, Public Works Director
SUBJECT: Streets and Parks Supervisor Posting
MEETING DATE: January 2nd, 2019

BACKGROUND

The Council acknowledged the retirement of Dave Pagel at the December 18th meeting. This vacancy creates a need to post and hire someone to fill the open position. Per the Local 49 union contract with our public works staff, we need to post the position for 5 business day internally and review any possible qualified applicants. The city then has the option to post externally if needed. I would like to post externally for 21 days if no internal candidate is found. Attached are the current job description and the posting for the position that will be advertised both internally and externally if needed. I will work with guidance from the city administrator and personnel committee to create an interview panel.

REQUESTED COMMISSION ACTION

Motion and approval to begin the process for hiring someone to fill the vacant Streets and Parks Supervisor position as stated.

Attachment(s):

Street and Park Supervisor

Dept/Div: *Public Works*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs difficult skilled technical work directing employees on daily tasks, getting quotes for building repairs, getting bids on equipment purchases, and related work as apparent or assigned. Work is performed under the general direction of the Public Works Director. Divisional supervision is exercised over all personnel within the division.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function 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.

Essential Functions

- Assists staff with daily workloads.
- Schedules and oversees department operations.
- Coordinates projects with other departments.
- Maintains records and maps; prepares reports.
- Assists the public with inquiries.
- Assists Public Works Director with fleet maintenance.

Knowledge, Skills and Abilities

Thorough knowledge of the City's policies and procedures; thorough knowledge of safety policies, practices and procedures; general knowledge of timesheets and attendance records; thorough knowledge of operation of heavy and light equipment including but not limited to: skid loader, front end loader, plow truck, and grader; ability to make arithmetic computations using whole numbers, fractions, and decimals; ability to compute rates, ratios, and percentages; ability to recognize how to avoid unnecessary accidents; general knowledge of standard and specialized software applications; ability to establish and maintain effective working relationships with co-workers, supervisors and members of the public.

Education and Experience

High school diploma or GED and considerable experience working with various equipment and performing road maintenance, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work occasionally requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration, wearing a self contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Street and Park Supervisor

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Special Requirements

Valid commercial driver's license with Class B with airbrake endorsement.

Last Revised: 9/13/2016

The City of Cannon Falls is seeking applicants for the position of Streets/Parks Supervisor. Primary responsibilities include coordinating and performing safe and efficient maintenance, construction, and repair in the streets and parks division of public works. Minimum qualifications include: high school diploma or GED; five years experience in streets and parks or related field; plus MN Class B CDL (or the ability to obtain within six months). Pay range \$27.76 to \$35.16 per hour depending on qualifications. Applications are available at City Hall, 918 River Road, Cannon Falls, MN 55009; on the City's web site at www.cannonfallsmn.gov ; or by calling (507)263-9300. Candidates must file an application no later than 4:30 p.m. on January 31, 2019. Resumes may accompany application but will not be accepted in lieu of completed application. The City of Cannon Falls is an AA/EEO Employer.