

**City of St. Paul Park**  
**JOB DESCRIPTION**  
2025

---

**Position Title:** Public Works Supervisor  
**Reports to:** City Administrator  
**Status:** Full Time, Exempt

---

**Primary Objective**

Performs complex supervisory, administrative, and professional work in planning, organizing, directing and supervising the Public Works Department. This position must have complex understanding of streets, water, wastewater, vehicle maintenance, storm water, facility management and other public works projects and programs. Work involves setting policies and goals under the direction of the City Administrator. Departmental supervision is exercised over all personnel within the department. The Public Works Director performs work under limited direction.

**Essential Functions**

- Plans, develops, and implements methods and procedures which meet the maximum level of service to the residents of St. Paul Park.
- Organizes and directs the operation of public works activities including supervision and review of maintenance personnel in streets, water/sewer, and parks. Establishes work priorities and coordinates personnel, equipment, and capital resources.
- Responds to public inquiries and concerns regarding services or programs and initiates appropriate actions.
- Partners with city engineer consultants to determine long range infrastructure projects.
- Develops policies, rules, regulations, and procedures for the department.
- Enforces union contract provisions, personal policies, safety rules and practices.
- Reviews and prioritizes operational performance and plans of department. Reviews quarterly, monthly, and weekly work schedules for the department with the Assistant Public Works Supervisor.
- Prepares an annual budget recommendation to the City Administrator. Develops long range budget projections including capital improvement planning for infrastructure and equipment for the Public Works Department.
- Attends and participates in a variety of meetings, such as City Council Meetings, Commission Meetings, Seminars, Conferences and Workshops, as needed.
- Provides input to City Administrator about employees' performance, evaluates, and investigates complaints against employees and initiates employee disciplinary actions.

- Completes annual reports and works with MPCA, DNR, EPA and MN Department of Health.
- Responsible for purchasing, contracting, etc. of Public Works related items.
- Develops and maintains a positive working environment.
- Performs other duties and responsibilities as assigned or apparent.
- Keeps current on public works trends and technologies to improve, enhance, streamline operations, and services provided to the community.

**Required Knowledge, skills and abilities:**

Knowledge:

- Budget preparation and administration.
- Thorough knowledge of materials, methods and techniques used to successfully repair and maintain a sanitary sewer system, water distribution system, public streets, storm sewer systems and city parks. Must demonstrate working knowledge of tools, equipment, and supplies used in the street, water/sewer, and park areas.
- Thorough knowledge of the operational functions and capabilities of light and heavy construction and maintenance equipment.
- Thorough knowledge of occupational safety precautions necessary to conduct assigned activities safely, (including the handling of hazardous materials).

Ability To:

- Establish effective supervisory practices.
- Prepare and present reports in an objective and professional manner.
- Maintain records, prepare reports, and perform various administrative duties pertaining to the areas of responsibility, ie. Timecards, personnel records.
- Establish and maintain effective relationships with city and county officials, other public agencies, and the general public.
- Perform each essential function satisfactorily.

**Minimum Qualifications—Education and/or Experience**

- High School Graduate.
- Five (5) years experience in a Municipal Maintenance Department, or related field.
- Two (2) years of supervisory experience in Maintenance Operations (meaning knowledge of materials, equipment, methods, techniques, functions, capabilities and applications of construction materials, equipment and practices relating to the maintenance of municipal streets, parks, building and water/sewer systems) *or* completion *or* currently enrolled in the Public Works Certificate Program accredited by the APWA or equivalent education and experience.
- Must possess a Class “B” Commercial Driver’s License with tanker endorsement.
- Must possess a Minnesota Department of Health Water System Operator class “C” or higher license.
- Must possess a Minnesota Pollution Control Agency Collection System Operator class “SD” or higher license.

**Reasoning Ability:**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to apply common sense, understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several variables.

**Physical Demands:**

Must be able to meet the physical demand of the work involved. While performing the duties of the job, the employee is regularly required to use hands to finger, handle, or feel objects, use tools, or controls and talk or hear. The employee moves about regularly from office to field and frequently operates a truck and a truck/plow. The employee is occasionally required to stand, walk, reach with hands and arms; and step, kneel, crouch, crawl, climb or twists.

**Working Environment:**

The work environment described here are representation of those an employee encounters while performing this job and can have a wide range from factors of extreme hot to extreme cold, wet or humid.

The noise level in the work environment is usually high.