



**CITY OF HANOVER**  
**EMPLOYMENT POSITION DESCRIPTION**  
**PUBLIC WORKS SUPERVISOR**  
**Reports to: City Administrator**  
**Pay Grade: 6-7**

**GENERAL DEFINITION OF WORK:**

*FLSA Status: Exempt*

Performs intermediate skilled work in the maintenance of municipal streets, facilities, parks and other public property; does related work as required. Work is performed under minimal supervision. Directs and coordinates activities of the Public Works/Maintenance Department, including supervision of other employees.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Responsible for coordination, planning and direction of a comprehensive operational and maintenance program for the City's streets, streetlights, parks, storm water, facilities, fleet and equipment that will assure safe and economic efficiency operation of the Public Works Department under supervision of the City Administrator. Maintaining and repairing municipal streets, facilities, parks and other public properties. Supervision of Public Works employees.**

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Directs and assumes responsibility for maintenance of City street, streetlights, parks, stormwater, facilities, fleet and equipment maintenance under limited supervision of the City Administrator.
- Directs work of Public Works staff while adhering to personnel policies and guidance from the City Administrator and City Council. Supervises, schedules and evaluates performance of public works staff. Reviews time cards and assists in communicating City policies to public works staff members.
- Responsible for coordinating the training and duties of the Public Works workers and any seasonal or part-time employees.
- Operates appropriate equipment to clear brush, install culverts, mow grass, remove silt and other drainage obstructions, clear storm sewers, patch potholes, erect signs, repair frost boils, remove and replace concrete curbs and other duties relating to park and roadway maintenance.
- Operates snow removal equipment in a safe, responsible manner in order to maintain a condition of maximum safety on public property.
- Operate light, medium, and heavy vehicles.
- Responsible for coordinating all aspects of park, trails, and open space maintenance and upkeep.
- Performs manual labor in the maintenance of streets, storm sewers, parks, and equipment as directed by the City Administrator
- Maintains City property and equipment in order to preserve the useful life and minimize costs. Logs all maintenance and repairs. Develops recommendations for capital improvements.
- Responds to complaints and monitors properties to ensure compliance with municipal erosion control, weed, and nuisance ordinances.

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- Repairs municipal vehicles, equipment, and facilities in order to minimize repair costs and maximize equipment availability.
- Coordinates communication between City and County with regard to City upkeep and County Road real estate.
- Coordinate and cooperate with contractors, sub-contractors and inspectors to provide the most feasible and economical completion for the project.
- Manage equipment, materials and supplies within budget requirements.
- Proficient with the operation of all department equipment and train department personnel in efficient and safe operation of equipment and vehicles
- Oversee and inspect job sites to determine work progress, changing priorities, problems, hazards and material and equipment needs.
- Assist in development and enforcement of policies, procedures and practices that ensure safety and efficiency in the workplace. Responsible for limiting overtime and compensatory accruals including communication of recommendations to City Administrator and City Council for when these expenses may be advisable for safety needs and efficient operation of services of the department.
- Ensure adherence with safety policies and procedures established by the Federal, State, City, manufacturers and other applicable laws and procedures.
- Perform preventive maintenance and repair on streets, storm sewer, equipment and other facilities.
- Suggests improved methods and practices for public works.
- Act as primary liaison with private contractors as required.
- Manages City's safety program. Assists with the development and implementation of the safety manual.
- Maintain records system and assist with data retentions and record management with direction by the City Clerk. Ensure records are saved with consistent naming conventions and file locations.
- Provides information as needed for requests to purchase under purchasing policies of the City. Prepares purchase requests including background on the equipment, reasons for recommending, multiple quotes where appropriate, and where the purchase is planned to come out of the approved budget or capital improvement plan.
- Provides monthly updates for Council and attends City Council Meetings as needed. Prepares reports for the City Administrator and City Council.
- Perform other duties and assume responsibilities as apparent or assigned.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City.

**KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of the safe use, operation and preventative maintenance of assigned equipment; skill in the use of hand tools; general knowledge of a variety of maintenance and manual tasks involved in the installation, maintenance, repair and replacement of municipal streets, facilities, parks, and other public property; some knowledge of electrical, plumbing and fabricated needed to build new and repair equipment; some knowledge of the safe use and operation and preventative maintenance of common mechanical and automotive equipment; ability to perform light carpentry; ability to perform manual and semiskilled labor for extended periods often under unfavorable weather conditions; ability to monitor safety conditions,

recognize unsafe situations; knowledge of OSHA regulations; ability to use a computer including basic Microsoft Office programs; ability to establish and maintain effective working relationships with employees, the general public contractors and vendors; and ability to work with minimal supervision; knowledge of the occupational hazards and safety precautions necessary to perform street, storm water, parks, building and grounds maintenance; ability to read and interpret technical manuals and to determine solutions to a variety of operational and maintenance problems; ability to communicate effectively by email, telephone, radio or in-person with other City employees and the general public; ability to follow oral and written instructions and maintain records; ability to communicate with supervisors, staff, contractors, and the general public in an effective, tactful, and courteous manner, both verbally and in writing; team player with the ability to collaborate and implement effective service.

**EDUCATION AND EXPERIENCE:**

High school diploma or GED required; technical degree in public works, utilities, or related field preferred. 3–5 years of progressively responsible experience in public works, utilities, or municipal operations. Supervisory experience preferred. Valid Minnesota Class B or A Commercial Driver’s License (CDL) or ability to obtain within six months.

**PHYSICAL REQUIREMENTS:**

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to other accurately, loudly or quickly; 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; visual acuity is required for depth perception, color perception, night vision, peripheral vision, visual inspection involving small defects or small parts, use of measuring devices, assembly or fabrication of parts at or within arm’s length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

**SPECIAL REQUIREMENTS:**

- Must be 18 years of age or older and possess a valid Minnesota Class B Commercial Driver’s License, with an air brake endorsement valid in the State of Minnesota.
- Must have a flexible schedule, be available on-call to work some evenings and weekends as needed, particularly during the winter season. Attend City Council and Park Board meetings as requested.
- Ability to respond to emergency calls within 20 minutes.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

The job description is subject to change as the needs of the employer and requirements of the job change. The City of Hanover reserves the right to change and/or eliminate any and all job duties if needed.

## Hanover Core Competencies

<b>Accountability &amp; Dependability</b>	<ul style="list-style-type: none"> <li>• Takes personal responsibility for the quality and timeliness of work and achieves results with limited oversight.</li> <li>• Follows instructions and adheres to all City policies and procedures as required.</li> <li>• Maintains an acceptable record of work attendance and punctuality in accordance with City and Department requirements. Completes necessary approval for time off, comp time and overtime. Shares calendar to assist team on availability.</li> <li>• Follows through on assignments and complete work with honesty and integrity.</li> <li>• Completes assignments as directed by supervisor, City Administrator and/or Council.</li> <li>• Confers regularly with and keep immediate supervisor informed of all important matters pertaining to applicable job functions and responsibilities.</li> <li>• Develops, maintains a thorough working knowledge of, and complies with all departmental and applicable City policies and procedures.</li> </ul>
<b>Attention to Detail</b>	<ul style="list-style-type: none"> <li>• Diligently attends to details and pursues quality in accomplishing tasks.</li> <li>• Checks work to ensure accuracy and completeness. Compares observations or finished work to what is expected to find inconsistencies.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Provides information, options, and/or solutions to inquiries, concerns, and/or requests from the public in a respectful manner.</li> <li>• Maintains the City’s reputation of providing a high-level of customer satisfaction.</li> <li>• Represent the City in a professional manner to the public, outside contacts, and team.</li> </ul>
<b>Equipment Operation</b>	<ul style="list-style-type: none"> <li>• Properly uses tools, machines, and/or vehicles to complete the assigned work.</li> <li>• Accurately sets up and calibrates tools and machines. Routinely inspects equipment and adheres to the proper maintenance schedule.</li> <li>• Follows safety and other regulations when handling and operating equipment. Uses equipment for its intended purpose only and protects it from damage and misuse.</li> </ul>
<b>Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>• Gets along and interacts positively with co-workers and members of the public; understands and relates to others.</li> <li>• Understands the interests and concerns of others. Listens attentively to other’ ideas and concerns.</li> </ul>
<b>Professional Conduct &amp; Integrity</b>	<ul style="list-style-type: none"> <li>• Demonstrates knowledge and actions consistent with the City’s values and the City’s code of ethics and conduct.</li> <li>• Respects and maintains confidentiality.</li> <li>• Demonstrates high moral principles and professional standards with others through truthfulness and sincerity; makes ethical decisions.</li> <li>• Shows respect for others’ ideas, perspectives, and styles. Demonstrates appropriate business etiquette and social skills.</li> </ul>
<b>Quality of Work</b>	<ul style="list-style-type: none"> <li>• Maintains a high level of accuracy and attention to detail.</li> <li>• Demonstrates the ability to use resources productively, effectively, and efficiently.</li> <li>• Demonstrates the ability to think proactively, anticipates potential problems, and provides workable solutions and alternatives with a ‘can do’ approach.</li> <li>• Develops and maintains good working knowledge of job responsibilities and prescribed procedures to facilitate efficient performance of duties. Takes initiative to utilize job knowledge to analyze situations, resolve problems, and reach decisions.</li> </ul>

<b>Relationship Building</b>	<ul style="list-style-type: none"> <li>• Builds constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect.</li> <li>• Maintains an open, approachable manner, and treats others fairly and respectfully. Preserves others' self-confidence and dignity, and shows regard for their opinions.</li> <li>• Seeks to resolve confrontations and disagreements constructively. Focuses on the situation, issues, or behaviors, rather than the people.</li> <li>• Expresses gratitude and appreciation to others who provide information, assistance or support.</li> </ul>
<b>Safety</b>	<ul style="list-style-type: none"> <li>• Maintains a safe work environment by complying with City safety policies and procedures, and attends necessary trainings.</li> <li>• Always performs work in a safe manner. Avoids shortcuts that increase health and safety risks to self or others. Organizes the personal workspace to minimize the likelihood of an accident or other unsafe situation.</li> <li>• Maintains emergency supplies and/or personal protective gear.</li> <li>• Reports safety concerns or incidents and near misses to appropriate parties.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Promotes cooperation and commitment within a team to achieve goals and deliverables.</li> <li>• Encourages team unity through sharing information or expertise, working together to solve problems, and putting team success first.</li> <li>• Gives honest and constructive feedback and shows willingness to receive feedback from peers.</li> <li>• Assists to teammates as needed.</li> <li>• Works with team to create how-to documents to assist with cross-over training and process improvement.</li> <li>• Develops respectful and cooperative working relationships with co-workers, including ability to assist others, as approved by supervisor.</li> <li>• Demonstration by personal example the spirit of service, excellence and integrity expected from all staff.</li> </ul>