

## City of McCammon

**February 2025**  
**FLSA: Non-Exempt**  
**Full-Time Position**

### **PUBLIC WORKS SUPERVISOR**

*Applications will be accepted from February 3, 2025 through February 17, 2025.*

You can find an application at <https://www.mccammoncity.com/jobs> or by coming into the City Office at 802 Front Street. Please submit applications by coming into the city office during office hours, **OR** by dropping it in the red box in front of the office after hours, **OR** by email at [McCammonCity@gmail.com](mailto:McCammonCity@gmail.com), **OR** to PO Box 9 McCammon Idaho 83250, **OR** by fax at 208-254-3844.

#### **DEFINITION**

This is a full-time position with holiday pay, sick leave, vacation, insurance stipend, and PERSI retirement plan. Pay will depend on experience ranging from \$25/HR to \$29/HR. Hours are Monday through Friday 7:00AM-3:30PM with a 30-minute lunch.

Under general direction, plans, schedules, assigns, and reviews the work of public works staff within the Public Works department; supervises, plans, and coordinates the construction, installation, maintenance, inspection, and repair of City infrastructure, including buildings, parks, streets, sidewalks, water, stormwater and Wastewater systems and facilities; administers, monitors, and provides technical input for assigned public works maintenance, operations, and related projects and programs; performs a variety of technical tasks relative to the assigned functional area; and performs related work as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Mayor and City Council. Exercises direct and general supervision over maintenance staff.

#### **DISTINGUISHING CHARACTERISTICS**

This is a working supervisory classification within the Maintenance Worker series. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of public works maintenance staff. Incumbents are expected to independently perform the full range of public works maintenance duties as assigned. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

#### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, organizes, assigns, supervises, participates in, and reviews the work of assigned staff in the installation, maintenance, and repair of all City buildings, parks, streets, stormwater and wastewater systems and facilities; administers specialized projects and programs in area of assignment.
- Performs inspection of public works and engineering permits and projects including capital improvement projects.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned facilities.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.

- Determines and recommends equipment, materials, and staffing needs for assigned operations, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates; coordinates with Mayor and City Clerk on budget and purchase orders; maintains a variety of records and prepares routine reports of work performance.
- Plans and lays out and performs maintenance work projects; monitors and controls supply and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in the bid process for maintenance and repair projects.
- Supervises the use of and operation of tools, equipment, and vehicles; ensures that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedules the service, repair, and replacement of tools and equipment.
- Inspects work in progress and completed work of assigned employees and contractors for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.
- Inspects the assigned City infrastructure for safety violations; ensures that safety procedures are followed, and that safety equipment is worn; makes periodic safety presentations to assigned staff.
- Performs most public works maintenance duties in streets, water, wastewater, parks and buildings.
- Troubleshoots complex operational and maintenance problems; corrects or directs the correction and repair of operational and/or equipment problem including wastewater pump stations.
- Coordinates assigned services and activities with those of other divisions and outside agencies.
- Prepare and maintain reports, records, and files; ensures the proper documentation of operations and activities.
- Stays current on the status of new and pending regulatory legislation; recommends changes to current policies and procedures in order to comply with changes in legislation.
- Oversees safety programs and training for the assigned functional areas and work groups; assists in action planning for safety programs; implements and monitors risk management plans regarding hazardous materials; responds to workers' compensation issues.
- Answers questions and provides information to the public; investigates inquiries; recommends corrective actions to resolve issues.
- Responds to after hour call outs as necessary.
- Performs other related duties as assigned.

## **JOB-RELATED QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and practices of public works maintenance and operations program development and administration.
- Principles and practices of equipment, tools, and materials of construction, maintenance, and repair of public works infrastructure.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic principles and practices of budget and capital improvement program development, administration, and accountability.
- Principles and practices of contract administration and evaluation.
- Safety principles, practices, procedures, and equipment related to the work.
- The operation and maintenance of a variety of hand and power tools, vehicles, and equipment.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Organize, implement, and direct assigned maintenance and operations activities.
- Understand, interpret, and successfully communicate both orally and in writing pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, develop and present recommendations, and justification for solution.
- Perform most maintenance and operations duties and operate related equipment safely and effectively.
- Develop cost estimates for supplies and equipment.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized files, record keeping, and project management systems.
- Read, interpret, retrieve, and produce drawings, blueprints, maps, and specifications.
- Understand, interpret, explain, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Respond in emergency situations within 30 minutes in all weather conditions.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

High school diploma or Equivalent and five (5) years of progressively responsible work experience performing construction and maintenance work, including two (2) years of lead experience or equivalent.

**Licenses and Certifications:**

- Possession of valid Idaho commercial Driver's License (class B minimum) by time of appointment and a satisfactory driving record.
- Possession of or able to obtain within 2 years of appointment: Idaho Water Distribution Operator Class I, Idaho Wastewater Collections Operator Class I, Idaho Wastewater Treatment Operator Class I, and Idaho Wastewater Treatment Operator Land Application licenses.

**PHYSICAL DEMANDS & ENVIRONMENTAL CONDITIONS**

This is a physical job that requires sitting, standing, kneeling, stooping, climbing ladders, working in tight spaces, working in trenches, working on asphalt, gravel, dirt, concrete and uneven surfaces. Occasionally lifting, pushing, or pulling up to 50 pounds.

Employees will work in all weather conditions. Will also occasionally have to work in dirt, dust, mud, smoke and water, including wastewater.