

<b>Job Title:</b>	Public Works Working Supervisor	<b>Depart. /Group:</b>	Public Works
<b>Location:</b>	Harris, MN	<b>Travel Required:</b>	no
<b>Level/Salary Range:</b>	\$70,000-\$80,000 annual	<b>Position Type:</b>	Full time flexible hours Benefits are negotiable
<b>HR Contact:</b>	Shannon Geier	<b>Date Posted:</b>	1/14/2025
<b>Will Train Applicant(s):</b>	Will Train Applicant(s)	<b>Posting Expires:</b>	2/24/2025
<b>External Posting URL:</b>	<a href="https://harrismn.com/employment-opportunities">https://harrismn.com/employment-opportunities</a>		

**Applications Accepted By:**

**EMAIL:** [CLERK@HARRISMN.COM](mailto:CLERK@HARRISMN.COM)

**PHONE:** 651-674-7546

**MAIL:**

City of Harris  
43970 Ginger Ave.  
PO Box 111  
Harris, MN 55032

**Job Description**

**ROLE AND RESPONSIBILITIES**

The position will perform usual and recurring tasks that require considerable knowledge of standard safety procedures. The listed examples may not include all the duties performed by this position.

- Maintain roadways including grading, snow and ice removal, sanding, graveling, repairing, asphalt patching and crack sealing.
- Maintain accurate records of culvert, graveling and other infrastructure maintenance records.
- Operate city vehicles safely to accomplish a variety of tasks, including but not limited to, hauling/picking up and delivering materials and supplies from different locations.
- Performing maintenance on City's vehicles and equipment.
- Perform basic carpentry, cement and building maintenance and upkeep of City buildings, including City Hall, the fire hall, and park buildings.
- Supervisor part time / seasonal employees
- Mowing, weed whipping and picking up of debris at all the City's properties/parks, roadsides, ball field, cemetery, etc. Trimming and removal of trees and brush. Maintaining records for improvement recommendations.
- New driveway installation permits and approvals
- Maintaining accurate records of tools/supply inventory.
- Order, purchase, and monitor supplies as necessary to maintain necessary inventory.
- Submit monthly reports to council, updating council as to changes in status of major equipment, future equipment repairs and needs.
- Participate in budget preparation to meet the needs of the Public Works Department.
- Inspect equipment at the City's parks and do repairs as needed.
- Be available on an 'on call' basis after hours, weekends and holidays.
- Respond to public inquiries in a courteous manner, providing accurate information or referral to the city hall.
- Attend schools, seminars, conferences, and workshops to maintain license and further development.
- Responsible for proper installation, maintenance and record keeping of city signage.
- Other duties as assigned.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Knowledge of safety and precautions related to the job and duties.
- Clean driving record is required.
- A valid commercial class A driver's license
- Ability to read, write and comprehend the English language and relate in written and oral form.
- Ability to take and comprehend direction and work independently.

- Ability to work in adverse and uncomfortable weather conditions.
- Ability to sustain continuous physical and mental effort, including frequent bending, walking and heavy lifting.
- Ability to communicate and work cooperatively with the public and staff in a civil manner.
- Ability to inspect, maintain and operate light and heavy vehicles and equipment.
- Willingness to respond to emergency call outs, and, at times, work after hours, weekends and holidays.
- Willingness to take drug and/or alcohol tests at random.

**DESIRED QUALIFICATIONS:**

- Experience in construction, public works, or related field.

**TOOLS AND EQUIPMENT:**

The employee must be able to safely operate and ensure the safe operation of all types of equipment used in the public works department.

**ADDITIONAL NOTES**

The position is usually demanding and may require the work to go beyond regular working hours. The assignments or work conditions can exert unusual stress or pressure. This position will have a flexible work schedule, it will depend on the work that needs to be completed.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	