



CITY OF
Sturgis
MICHIGAN

We're Hiring!

Public Services Maintenance Supervisor

Under the supervision of the Director of Public Services, this position is responsible for managing the operational activities involved in the daily maintenance and repair of City streets, water distribution systems and sewer collection systems. Work is distinguished by the ability to provide planning, leadership, and direction to assigned functions and staff, as well as to participate in all operations as needed.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily, with or without reasonable accommodation.

- * Plan for, supervise and participate in daily maintenance, repair and construction of the City's water, sewer distribution, collection systems, the City's streets, sidewalks, and related infrastructure.
- * Serve as liaison and primary contact monitoring, work of City and contractors performing work on City infrastructure and facilities and perform site inspections.
- * Operate and troubleshoot various equipment and vehicles Use and operate applicable computer software, systems, and hardware in order to effectively coordinate maintenance operations.
- * Participate and assist with interviewing, hiring, training, and evaluating staff including providing assigned staff with training activities to support skill development and promote safe workplace practices.
- * Work collaboratively with other City employees to address and resolve concerns, assist with projects, and support the overall department operations.
- * Keep track of inventory and supplies and recommend purchases as needed to ensure sufficient supply for projects.
- * Research, draft and recommend policies and procedures for the department.
- * Provide effective and efficient customer service, which promotes and maintains a culture of responsive community relations both in person or phone, demonstrating sensitivity, understanding and respect of all City employees, residents, and visitors.
- * Must demonstrate a high level of independent judgement and discretion in carrying out job responsibilities and making position related decisions.
- * Must keep up to date on industry trends and maintain required training, licensure and/or certification.
- * Must follow safe work practices and adhere to policies, procedures, ordinances that have been adopted by the City.

Requirements of Work

Completion of high school diploma, or equivalent in addition to one year of related technical training. Possession of a valid CDL license with a Class A endorsement within six months of employment. Possession of an S2 Water Distribution Certificate within three years of employment. A minimum of seven years of experience in public works operations which included at least two years acting in a lead worker or supervisory capacity, or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of -

- * Public works operational responsibilities, services, regulatory guidelines, and oversight agencies (public works includes water distribution systems, streets and roadways, and sewer collection systems).
- * Public sector budgeting and purchasing principles and practices.
- * Safety procedures and precautions involved in equipment and vehicle operation and public works maintenance work.
- * The tools, materials and equipment used in the maintenance, repair, and construction of municipal infrastructure systems.
- * GIS applications and their use in managing public services operations.

Submit Application, Resume, and Cover Letter to: Sturgis City Hall, 130 N. Nottawa St.
or via email to: dnorthrup@sturgismi.gov Applications are available at City Hall
or on our website at sturgismi.gov/HR

The City of Sturgis is an Equal Opportunity Employer.



CITY OF
Sturgis
MICHIGAN

We're Hiring!

Public Services Maintenance Supervisor (continued)

Ability to - * Provide planning, leadership and direction to crews involved in the day-to-day operations and maintenance of City infrastructure. * Establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with other employees and the public. * Accurately log and record information and complete reports. * Effectively communicate, understand instructions, and follow directions. * Work effectively under stress and in emergency situations, and to adjust to changes in work priorities. * Work independently and complete projects according to established deadlines. * Operate, calibrate, and perform complex adjustments on equipment, machinery and tools used in performing the essential functions of the job.

Skill in - * Making decisions independently within assigned areas of responsibility. * Verbal and written communication including making public presentations and one on one communication with the general public. * Interpreting and applying municipal codes and ordinances. * Planning and directing the utilization of personnel, equipment, and other resources. * Collaborating across the organization, as well as with external partners, contractors, or others with a mutual interest in City operations. * The operation of standard public works, tools, and equipment. * Performing preventive maintenance and basic repairs on public works, machinery, buildings and facilities.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* The employee is regularly required to use hands and fingers to handle, feel or operate objects, tools or controls and reach with hands and arms. * The employee is frequently required to sit, stand, talk and hear, walk, climb or balance, stoop, kneel, crouch or crawl, and smell. * The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/or move 100 pounds, or more. * Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. * The employee frequently works outside in all weather conditions. * The employee frequently works near moving mechanical parts, in precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. * The use of Personal Protective Equipment is required.

Other Job Functions

Be available to respond to afterhours emergencies.

Perform related duties as assigned.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria. This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

Submit Application, Resume, and Cover Letter to: Sturgis City Hall, 130 N. Nottawa St.
or via email to: dnorthrup@sturgismi.gov Applications are available at City Hall
or on our website at sturgismi.gov/HR

The City of Sturgis is an Equal Opportunity Employer.