



Public Works Supervisor

Hiring Range: \$97,760 to \$112,320

Application Deadline: March 6, 2025

Welcome to St. Paul Park, Minnesota!

St. Paul Park, Minnesota, is a city located in Washington County, along the scenic banks of the Mississippi River. With a population of approximately 5,300 residents, the City is part of the Twin Cities metropolitan area, offering a suburban lifestyle with easy access to the urban amenities of Minneapolis and St. Paul.

St. Paul Park is known for its family-friendly atmosphere and emphasis on outdoor recreation. Heritage Park, located in the City, provides residents with access to sports fields, playgrounds, and picnic areas. Riverside Park, with its scenic views of the Mississippi, is another popular destination for walking, fishing, and enjoying nature. The City also connects to the broader network of regional parks and trails, including the nearby Cottage Grove Ravine Regional Park.

The City offers a variety of housing options, from single-family homes to townhomes, catering to diverse resident needs. It is served by South Washington County Schools, providing quality education for local students. Community events, such as the annual Heritage Days celebration, foster a strong sense of camaraderie among residents.

St. Paul Park's convenient location near major highways and its proximity to St. Paul makes it an attractive choice for commuters seeking a small-town feel with urban accessibility. Its blend of historical roots, natural beauty, and community-focused living continues to make St. Paul Park a welcoming place to live and visit.

Public Works Department

The Public Works Department is responsible for the planning, design, construction, operation and maintenance of all city roads, the water and sewer systems, storm sewers, and the maintenance of City-owned equipment.

The department consists of seven full-time employees (Supervisor, Assistant Supervisor, five Maintenance Workers) and one seasonal employee (Warming House Attendant).

Upcoming Projects/Priorities

The department's upcoming priorities include managing the \$9 million 3rd Street reconstruction project, with bids anticipated in March or April, and advancing public works facility upgrades through ongoing collaboration with BKV to evaluate improvement options. Additionally, the department will oversee park enhancements, utilizing a \$437,000 state grant to construct a new pedestrian bridge at Lions Levee. Focus will also be directed toward comprehensive capital improvement planning and successfully navigating labor negotiations to support the City's infrastructure and operational needs.

ABOUT THE POSITION



The Public Works supervisor 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.

Core Duties:

- Develops methods and procedures to ensure optimal service for St. Paul Park residents.
- Oversees public works operations, supervises staff, and allocates resources for streets, water/sewer, and parks.
- Addresses public inquiries and implements appropriate actions.
- Collaborates with City Engineers on long-term infrastructure planning.
- Establishes departmental policies, rules, and procedures.
- Enforces union contracts, personnel policies, and safety practices.
- Evaluates department performance and reviews work schedules with the Assistant Supervisor.
- Prepares annual budgets and long-term capital improvement plans.
- Attends meetings and professional development events as needed.
- Provides employee performance input and manages disciplinary actions.
- Submits reports and coordinates with regulatory agencies.
- Manages purchasing and contracts for Public Works needs.
- Fosters a positive work environment.
- Stays informed on public works trends and innovations to improve operations.

Minimum Qualifications:

- High School Graduate.
- Five (5) years experience in a Municipal Maintenance Department, or related field.
- Two (2) years of supervisory experience in Maintenance Operations 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 "S-C" or higher license.

APPLY NOW!

Or visit <https://www.ddahumanresources.com/active-searches>

Complete the application process by March 6, 2025.

For questions, please contact Bart Fischer at bart@daviddrown.com or 612-920-3320 x119.



DDA

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