



City of Milford

Streets & Utilities Supervisor

Pay Grade: 9

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Three (3) years' experience maintenance and construction of streets and utilities; NIMS (National Incident Management System) ICS-100, ICS-200, ICS-300 training; FEMA IS-700, FEMA IS-800 training. A comparable amount of training and experience may be substituted for the minimum qualifications. Possession and retention of a valid Delaware vehicle operator's license and Class B CDL (Minimum) required. Valid Medical Examiner's Certificate is required. Must pass pre-employment testing for substance abuse, criminal background, and motor vehicle driver's license history. Subject to random drug and alcohol testing according to City policy.

Minimum Education Requirements: High school diploma or equivalent

Direct Supervisor: Public Services Superintendent

Supervisory Responsibility: Small group of employees

Primary Work Location: In/around and out of the city with possible exposure to extreme environments, with reporting, office duties and meetings at the Public Works facility.

Job Summary: The Streets & Utilities Supervisor performs skilled and technical work in the installation, maintenance, repair, and construction of municipal streets and utilities. This role requires leadership, management, and technical skills, demonstrated through effective communication, collaboration, and the efficient use of team resources. The Supervisor is responsible for progressive decision-making, personal accountability, and fostering creative teamwork arrangements with other divisions within the Department, such as temporarily sharing personnel for critical tasks when staffing levels are insufficient.

The Streets & Utilities Supervisor shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative, and responsive service. The Streets & Utilities Supervisor shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability, and responsibility.

Supervision Received: Work is performed under the general supervision of the Public Works Director.

Essential Job Functions: An employee in this position may be called upon to do any or all of the following essential duties:

- **Operations & Crew Supervision:** Supervise crews responsible for street and utility water/sewer line maintenance. Oversee daily operations of the Streets and Utilities Division. Dispatch crews and monitor work progress to ensure quality and efficiency. Check equipment availability with the maintenance shop to ensure operational readiness.
- **Infrastructure Maintenance & Repairs:** Manage routine waterline and sewer line flushing programs. Oversee the repair of waterline leaks and sewer backups. Supervise the installation and inspection of water lines, sewer lines, valves, and maintenance holes. Oversee the maintenance and repair of fire hydrants, storm drains, and street infrastructure. Conduct inspections for damaged street signs and other infrastructure issues.
- **Project & Emergency Management:** Plan and oversee emergency response efforts for infrastructure failures and weather-related events. Oversee various construction projects



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and ensure timely completion of work orders. Develop and implement the Annual Rotating Maintenance Calendar for Public Works.

- **Public Relations & Customer Service:** Respond to public inquiries and complaints, ensuring prompt resolution. Maintain effective working relationships with co-workers, residents, and businesses.
- **Administrative & Compliance Duties:** Maintain detailed records and generate reports related to work activities. Assist with the annual budget and capital improvement planning. Coordinate and support work activities with other city departments and divisions.
- **Emergency Response & Special Assignments:** Work scheduled on-call duties and after-hours shifts as needed for special events and emergencies. Participate in snow removal operations and seasonal infrastructure maintenance. Perform other related tasks as assigned.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Principles and practices of construction, repairs and/or maintenance in street and utilities.
- Occupational hazards and safety precautions of the work.

Skills

- Able to understand written and oral communication.
- Supervisory

Abilities

- Prepares plans and detailed reports.
- Supervises the work of skilled, semiskilled, or unskilled workers on a large scale over a wide area.
- Establishes effective working relationships with others.

Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my position. I would like to have a second review of the job description with my manager and human resources.

Department Director:

Employee:

Human Resources Director:
