

Position: Public Works Operations Supervisor	Management
Department/Site: Public Works	FLSA: Exempt
Evaluated by: City Engineer/Public Works Director and Public Works Operations Manager	Salary Grade: 141

**Summary**

Plans and supervises the construction, installation, maintenance, and repair of public works facilities, systems, and related operations and infrastructure. Plans, supervises, and coordinates the work of staff engaged in the operation and maintenance of wastewater collection and storm drainage systems, water distribution systems, street maintenance, facility cleaning and repair, and traffic management systems.

**Distinguishing Career Features**

The Public Works Supervisor is a first-line, working supervisor, accountable for the performance of work crews in one or more of the following areas: wastewater collection and storm drainage systems, water distribution systems, street maintenance, cleaning and repair, signs and signaling services. The Supervisor is considered as exempt supervisory by having responsibility for performance management. Advancement to this position is based on need and through appointment and compliance with required qualifications.

**Essential Duties and Responsibilities**

- Plans, organizes, schedules, supervises, and inspects the work of utility maintenance teams. Evaluates work performance, determines training needs, and implements necessary training programs.
- Performs certain personnel management functions such as, but not limited to approval of paid-time off, appraisal of performance, setting of work standards, and active participation in the recruitment and selection of employees. Responds to discipline problems and conducts first-step grievance resolution.
- Identifies and resolves operational or conditional challenges as they occur, determining methods to complete projects within established standards and safety considerations.
- Determines equipment and material needs and assures timely availability for projects. Researches maintenance history and provides for adequate inventory of materials within budgetary limits, to respond to unanticipated occurrences.
- Facilitates the acquisition of materials, tools, and equipment based on need. Evaluates new equipment, procedures, and policies as they impact work assignment areas.
- Anticipates maintenance needs, estimates personnel and supplies required to complete maintenance project, submits preliminary budget for assigned section(s).
- Monitors monthly expenses for assigned work teams and approves or recommends large purchases of supplies.

- Designs and implements contracts for a variety of services and repairs and monitors contractors for compliance. Communicates changes in programs, procedures or focus with subordinates.
- Assures safe working conditions including public safety and proper handling of equipment in work areas.
- Utilizes technical knowledge to solve maintenance, repair or construction problems including the review, comment, and modification of plans. Participates in plan reviews.
- Works with other agencies and community citizens of the goals, priority, and status of maintenance activities, schedules, and impact of maintenance projects on neighborhood activities. Responds to citizen inquiries concerning service problems, identifies the source of the problem, advises citizens of recourse to resolve the concerns.
- Maintains records of projects and routine maintenance including the activity of work teams, costs, time, and technical matters such as specifications, drawings, changes and updates.
- Participates in the budget development process by researching historical and projecting future project and maintenance costs, proposing staff and equipment additions, and identifying training needs.
- Maintains up-to-date knowledge of trends in public utility construction methods, materials, and equipment. Maintains up-to-date knowledge of laws and rules governing public works and safe work methods.
- Prepares reports, memos, and correspondence. Upgrades maps and keeps current with changing technology as it applies to assigned area.
- Performs other duties as assigned that support the overall objective of the position.

### **Qualifications**

- **Knowledge and Skills**

The position requires considerable specialized knowledge of the methods and techniques of general construction, maintenance and repair related to public works. Requires knowledge of the principles of maintenance management sufficient to put together proactive programs, establish standards, and review performance of teams and individuals. Requires working knowledge of the policies, procedures, and laws governing work and scope of service. Requires in-depth knowledge of inspection, servicing, repair, or replacement methods used in streets, parks, water distribution systems, or storm drain and sanitary sewer systems. Requires knowledge of the operating characteristics and proper use of equipment and tools used in the maintenance and repair as assigned public works systems, including medium to heavy machinery, sufficient to train others and observe safe and best practice. Requires knowledge of occupational hazards and safe work practices sufficient to conduct training and observe work behavior in the field. Requires sufficient knowledge of and skill at using personal computers, common desktop software, and specialized mapping programs. Requires sufficient math skills to prepare cost information for budgets, record distances, and volume measurements. Requires sufficient human relation skills to work as part of a team, review performance, resolve conflicts, conduct training, and demonstrate courtesy to customers.

- **Abilities**

Requires the ability to plan, organize, prioritize, supervise, establish work standards, review performance, and train others in a variety of skilled and semi-skilled maintenance, construction, and repair work in the assigned as well as related areas of work. Requires the ability to evaluate and operate a variety of vehicular and stationary mechanical equipment in a safe and efficient manner. Requires the ability to read and understand oral and written instructions, diagrams, engineering specifications, maps, and blueprints. Requires the ability to use a personal computer to access and print maps and other printed material and to store field data. Requires the ability to accurately estimate and record labor and material costs connected with work assignments. Requires the ability to work cooperatively with senior citizens. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City.

- **Physical Abilities**

Requires the ability to function indoors in an office environment and outdoors engaged in work of a moderately active nature. Requires the ability to maintain cardio-pulmonary fitness to engage in moderate physical activity. Requires ambulatory ability to move to different work locations and to bend, stoop, climb, and reach to perform inspections. Requires arm, hand, finger dexterity to demonstrate use or operate common tools used in public works construction and maintenance, operate rolling stock, and use a computer keyboard and other office equipment. May require the ability to lift from floor, waist, or overhead, objects up to 75 pounds on an occasional basis. Requires the ability to function with temperature variations. Requires visual acuity to observe work sites, read written materials, blueprints, plans and schematics. Requires auditory ability to carry on conversations in person and over the phone, including the ability to project voice in noisy work settings.

- **Education and Experience**

The position typically requires an Associate's degree in engineering or construction technology or related field of study and five years of progressively responsible experience in public works construction and maintenance, including team leadership. Additional experience and training may substitute for some higher education.

- **Licenses and Certificates**

Requires a valid Class A driver's license - with N endorsement is optional. May require a Class 3 Water Distribution, Cross Connection, or Grade 3 Wastewater Operator or equivalent certificate.

- **Working Conditions**

Work is performed indoors and outdoors where minimal significant health and safety considerations exist from exposure to fumes and septic conditions, temperature variations, and dangerous equipment.

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*