

CITY OF GLADSTONE POSITION DESCRIPTION

Class Title: Public Works Supervisor
Department: Public Works

Range Number: 45-NR
FLSA Status: Non-Exempt
Supervisory
Non-Represented

Date: April 2022

GENERAL STATEMENT

The Public Works Supervisor serves as a working supervisor of personnel assigned to the utilities and/or parks crew members of the Public Works Department. Provides supervisory direction for the construction, operation, repair, maintenance, and replacement of City grounds, facilities, streets, storm water, wastewater, parks and fleet maintenance.

Acts as department head in absence of the Public Works Director and Operations Manager. This position also performs semi-skilled and skilled maintenance work, and operates a variety of equipment.

SUPERVISION RECEIVED

Works under the general supervision and direction of the Public Works Director or if filled, the Operations Manager.

SUPERVISION EXERCISED

The Public Works Supervisor supervises the following positions: Utility Workers, seasonal workers and other positions as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists with the planning, scheduling, and implementation of maintenance, operation and construction activities designed to provide quality street, water, wastewater, storm drainage, fleet, parks, facility, and other infrastructure for the City. Oversees maintenance work performed to determine acceptability and conformance to standards.

Advises Public Works Director or if filled, the Operations Manager, and other City officials in matters relating to departmental activities; provides information to various civic, school, and public groups and individuals regarding street, drainage, utility, and other maintenance problems and services.

Provides recommendations regarding equipment purchases and requisition of supplies and materials needed for effective department operations.

Assists in coordinating maintenance of the City's infrastructure and utilities with other public and private service providers such as various water, wastewater, power, and transportation districts or agencies.

Provides guidance for construction, operation, and maintenance of City facilities and infrastructure.

Participates in hiring and promotion decisions and provides input for the departmental budget.

Provides crew supervision: scheduling work, training, motivating, evaluating and disciplining employees performing the duties of maintenance, construction and repair of the municipal infrastructure of the City.

Directs and/or performs required labor involved in construction and maintenance projects as part of a crew, in the maintenance, repair, and construction of the City utility systems, including street, storm, wastewater, grounds, fleet, parks and facilities.

Operates a variety of power construction and maintenance equipment and trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand.

Performs all duties in conformance with appropriate safety and security standards, and oversees the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.

Maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, system cleaning and etc.

Responds to complaints regarding water leaks, pressure loss or no water, sewer plugs or spills, street hazards, storm drainage, and facility problems; evaluates situations, makes corrections, and explains findings to the Public Works Director or if filled, the Operations Manager.

Contacts residents and business owners in areas affected by maintenance activities and explain impacts on system or area.

Determines the locations of gas, power, communication, water, storm and wastewater lines from the appropriate sources (call for locates, 811) prior to excavation.

Performs routine site inspection and preventive maintenance on assigned equipment, directs needed repairs, or reports them to the Director or Manager.

PERIPHERAL DUTIES

Serves on various employee or other committees as assigned.

Provides backup to maintenance positions as needed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

QUALIFICATIONS

Education and Experience:

Graduation from high school or GED equivalent. Two (2) years of post-secondary education in Engineering, Construction, Business or Public Administration, or a related field.

Two (2) years of supervisory experience in a municipal government setting.

Five (5) years of experience relating to the construction, repair and maintenance of municipal infrastructure, including street and storm drainage systems including the operation of related maintenance equipment.

Satisfactory combinations of experience and training which demonstrates the knowledge, skills, and abilities to perform the essential job duties may be considered.

Special Requirements:

Possession of, or the ability to obtain a valid state driver's license with a clean driving record by time of hire. Class A CDL with a tanker endorsement is preferred, but a Class B CDL with a tanker endorsement or the ability to obtain one within sixty (60) days of hire is required.

Completion of Public Agency Work Zone Traffic Control training, receipt of a Flagger Certification card and First Aid/CPR Certification.

After (regular) hours work often required as this position is considered "First Response" essential personnel which is required to report to work for scheduled shifts, as well as any overtime or extra hours required. Participation in the Public Works on-call system if necessary.

Must successfully pass a criminal history background check. Must be able to pass the Department's security clearance standards for unescorted access to certain City facilities.

For the Public Works Supervisor assigned to the Utilities Division: Certification as Water Distribution System Operator 2 and/or Wastewater Collections System Operator 2 or ability to obtain such certifications within six (6) months of hire date.

Knowledge, Skills & Abilities:

- Through knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities.
- Working knowledge of fiscal management, expenditure control and recordkeeping.
- Working knowledge of management and supervisory practices and principles.
- Skill to effectively supervise and motivate staff to meet the City mission and department goals.
- Skilled in computer operation and proficiency with word processing; spreadsheets, databases, electronic communications, and other Microsoft applications.
- Skill in preparing and presenting staff and compliance reports.
- Ability to understand and carry out written and oral instructions.
- Ability to utilize computer for record keeping, reports, and operation of maintenance programs.
- Ability to organize and supervise the activities of crews performing maintenance work.
- Ability to operate and maintain various equipment used in infrastructure maintenance.
- Ability to perform heavy manual tasks for extended periods of time.

- Ability to work as a team leader and to cultivate a team climate, manage, direct, motivate and evaluate the work of division staff.
- Ability to communicate effectively both orally and in writing with the public, members of outside agencies, and employees.
- Ability to establish and maintain positive and cooperative effective working relationships with staff, public officials, outside agencies and the general public.
- Ability to work safely and to wear task appropriate personal protective equipment and safely operate vehicles and equipment.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, jetter/inductor truck, video inspection systems, street roller, backhoe, man lift, tamper, plate compactor, saws, pumps, aeroil propane kettle, compressors, sanders, generators, trencher, detection devices, common hand and power tools. Personal protective equipment. Personal computer, standard office equipment and communication devices.

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 accommodation will be made to meet the needs of qualified individuals with limitations who can perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear; drive City vehicles and rolling stock. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to twenty-five (25) pounds and occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. Employee is required to wear task appropriate personal protective equipment. The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revision History: July 2019, January 2021, April 2022