

## PUBLIC WORKS SUPERVISOR

### General Statement of Duties

Supervises, organizes, plans, assigns and participates in a variety of public works activities including the installation, maintenance, and repair of roadways, rights-of-way, street signs, parks and City cemetery, and public facilities and the collection of yard waste and similar materials.

### Distinguishing Features of the Class

An employee in this class supervises, organizes, plans, assigns and participates in a variety of public works activities including the installation, maintenance, and repair of roadways, rights-of-way, street signs, parks and City cemetery, and public facilities and the collection of yard waste and similar materials. Work involves supervising, prioritizing, and scheduling daily assignments ensuring effective and safe daily operations; budget planning; ordering materials; and responding to citizen complaints and inquiries. Work also involves scheduling and overseeing contracted projects, supervising and inspecting field work, entering requisitions, attending project meetings, tracking preventive maintenance, and compiling reports. An employee is subject to on-call and call-back work. The employee is subject working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, and oils. The employee is also subject to on-call and call-back work. Work is performed under general supervision and is evaluated based on attainment of individual and group objectives, effectiveness in meeting community needs, and public acceptance.

### Duties and Responsibilities

#### Essential Duties and Tasks

Supervises, assigns, trains, and inspects work by subordinates ensuring work is done safely and efficiently; delegates field work to crew leaders.

Manages, tracks, and ensures recurring preventative maintenance and inspections.

Assists with and participates in the coordination of work with appropriate agencies and other department.

Makes recommendations and/or dispenses in hiring, training, disciplining, promoting and evaluating performance.

Participates in preparing and monitoring the operating budget and making recommendations for operational and ordinance changes; short and long-term planning; Powell bill tracking and street resurfacing plan; obtains quotes; and purchases supplies and equipment.

Solicits bids for contracted services such as mowing.

Attends various meetings with customers, citizens, vendors, other City departments, and other governmental agencies.

Troubleshoots and assesses complex situations.

Performs a variety of public works field duties including leaf and brush collection, making street signs, setup and breakdown of equipment for City events, equipment repair, and park inspections.

Establishes and maintains key tracking system.

Observes and inspects the work of contractors.

Manages, assigns, and completes work orders in electronic system, uploading pictures.

Prepares and maintains a variety of records and reports.

Responds to citizen inquiries and complaints.

Operates a City vehicle to drive to and from worksites.

Additional Job Duties

Performs other related tasks as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Thorough knowledge of standard practices, materials, tools, and equipment utilized in assigned work.

Thorough knowledge of work hazards and applicable safety precautions associated with assigned area of work.

Thorough knowledge of the methods, materials, tools, and equipment used in HVAC, electrical, or building maintenance and repair.

Considerable knowledge of municipal public services policies and procedures.

Knowledge of common and unusual work situations and problems of the occupational field sufficient to enable the employee to plan and administer major work programs and flexibility to adapt to changing situations.

Knowledge of the application of information technology to the work.

Skill in customer contact, teamwork and collaborative conflict resolution.

Skill in the operation of a light and medium size construction equipment.

Ability to attend work regularly and to operate in a constant state of alertness and safe manner.

Ability to walk and stand for long periods of time, perform duties in heavy traffic and under adverse weather conditions, and work as part of a team in a variety of weather conditions.

Ability to establish and maintain effective working relationships with supervisors, co-workers and the public.

Ability to read utility line maps and operation and service manuals and to understand and follow oral and written instructions.

Ability to assign and supervise the work of others.

Ability to solve problems and make autonomous decisions within scope of responsibilities and implement effectively.

Ability to read and interpret documents including safety rules, operations manual, written directions.

Ability to plan work/project activities, carry them through effectively, and complete various technical reports.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; 20 pounds of force frequently; and 10 pounds constantly.

Must possess the visual acuity for depth perception, night vision, inspection of small parts and/or defects, operating motor vehicles or equipment and for determining the accuracy and thoroughness of work, read gauges, and make written records.

Must have the stamina to work for extended periods, some of which in emergency situations.

Desirable Education and Experience

Graduation from high school and extensive experience in street maintenance, building maintenance and/or heavy equipment operation/construction experience, preferably including supervisory experience inspecting the maintenance work of other staff; or an equivalent combination of education and experience.

Special Requirements

Possession of valid class A or B North Carolina commercial driver's license with a tanker endorsement.

May require pesticides application license and/or playground inspector certification.

Belmont

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