



Mayor Joshua A. Garcia

City of Holyoke

Kelly Curran, Director

Personnel Department

DEADLINE - Until Filled
Full-Time General Construction
Department of Public Works

Position Purpose: The General Construction Supervisor performs inspection of construction, alteration, and/or repair and maintenance of highways, sidewalks, sewer and storm water drainage systems and other construction projects as required for compliance with specifications, building codes, ordinances, zoning regulations, and conformance with good construction practices.

Essential Functions:

(The essential functions or duties listed below 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.)

- Inspects materials, grading, drainage, roadside development, curbing, laying of pipe, building of catch basins, manholes and drop inlets, placement of road sub-surfaces and surfaces, pouring of concrete, and related items.
- Notifies the Assistant Director/City Engineer when work does not conform to specifications or accepted construction practices so that corrective action can be taken.
- Assist in coordinating the activities of contractors and municipal personnel.
- Investigates public requests and complaints and recommends action.
- Maintains records of sewer and drainage facilities, roadways, and locations of utilities; furnishes engineering information to property owners, contractors, and utility companies.
- Operates transit, level or other surveying equipment.
- Prepare progress and other required reports, prepare correspondence.
- Prepare, modify, and maintain computer aided design (CAD) drawings of city standards and plans.
- Prepare and review payment requisitions by contractors or others.
- Performs related work as required.
- This position is included in the DPW Supervisors rotating on-call list.

Recommended Minimum Qualifications:

Education, Training and Experience:

Any combination of experience or education that would provide the required knowledge and abilities to perform the work. High School diploma or GED, BA/BS in a related field desired. Certification as a licensed construction supervisor or similar designation desired.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of a variety of municipal public works systems, including streets and drainage, parks and grounds; general knowledge of civil engineering as it applies to public works operations, including construction estimation, and the ability to interpret plans and layout work is desirable. Knowledge of general laws, rules and regulations pertaining to public works activities. Strong writing and communications skills and a strong background in computer aided design and drafting techniques.

Ability: Plan, coordinate, and implement a program of municipal public works construction, assess conditions in a variety of locations and determine proper course of action, deal effectively and diplomatically with the public, consultants, officials, DPW employees, and other constituencies.

Skill: Strong interpersonal skills, excellent written and verbal communication skills, proficient computer skills including MS Office applications and other software for estimating and/or construction scheduling. Experience in GIS and AutoCAD is a plus.

Physical Requirements:

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is regularly required to sit, talk, hear, and walk; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up tools, equipment, paper, files, and other common office objects. Physical agility required to access all areas of project sites, assist in manual labor, and lift and/or move objects weighing up to 100 pounds. Vision and hearing at or correctable to normal ranges.

Supervision:

Under the general direction of the City Engineer, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with the supervisor, but ordinarily the employee plans the work, lays it out, and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements. The methods used in arriving at the end result are not usually reviewed in detail.

Job Environment:

- Field work is performed outdoors with loud noise levels and exposure to variable weather conditions and hazards associated with heavy equipment. Workload is subject to seasonal and weather-related fluctuations. Required to respond to emergencies.
- Operates hand power tools and equipment.
- Makes frequent contact with the public, municipal, state, and federal representatives, elected officials, businesses, property owners, consultants, contractors, and other City employees.
- Has access to department-related confidential and/or sensitive information.
- Errors could result in the delay or loss of services, personal injury to self and/or others, damage to buildings and equipment, and significant monetary loss and/or legal repercussions.

Employment Status & Hours: Full-Time, 40 hours per week (Monday-Friday, 7:00a.m.- 3:00p.m.)

Fair Labor Standards Act (FLSA) Status: Non-Exempt

Pay Rate: \$58,580.63 - \$59,981.98 per year (PS-22), paid biweekly

Benefits: Health, Dental, Life Insurance, Flexible Spending Account (FSA)

Union: UPSEU Local 424

Please send your letter of interest and your resume by email (Personnel@holyoke.org) to Personnel Administrator.

This job 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.

The City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, military status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category. Bilingual applicants are especially encouraged to apply.

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Birthplace of Volleyball