

CITY OF MONTGOMERY

POSITION DESCRIPTION

Position Title: Public Works Department Supervisor

FLSA Status: Exempt

Reports to: Public Works Director

Civil Service Status: Unclassified

General Function:

Is responsible to the Public Works Director and assists with the administration and supervision of service department personnel and with the day-to-day operations of the Public Works Department. Serves as a member of the department's management team and is responsible for general operations of the Service Department and coordinates work tasks and assignments including: street maintenance and repair; capital improvement programs; operation of Hopewell Cemetery; park maintenance; special events; storm water management; and maintenance of City-owned buildings, equipment, and facilities. Also coordinates work with other departmental supervisory staff and with other City departments. Is committed to the mission, vision, and values of the City through ethical conduct, community stewardship, individual initiative and responsive service. Demonstrates leadership, management and technical skills through effective collaboration, using team resources, progressive decision making and personal responsibility.

Competencies:

Leadership

Exhibits behavior consistent with the mission, vision and values of the City of Montgomery.

Fulfills the mission, vision and values of the City through excellent customer service, creative problem solving, decision making, and stewardship of City resources.

Engages in and supports the long-term direction of the department through progressive strategic planning and departmental goal setting that is responsive to the needs of the community.

Builds a learning/thinking/renewing department through benchmarking, best practices, customer feedback and continuous improvement.

Provides teaching, mentoring and motivation within the organization through the provision of knowledge, skills and information; is proactive and encourages employee empowerment.

Demonstrates emotional intelligence in day-to-day work, decision making, problem solving and in the supervision of employees.

Initiates actions to improve departmental and City operations, employee performance, morale and work methods.

Demonstrates a commitment to provide and require excellent customer service through cooperative team and individual efforts.

Communication

Provides comprehensive advice and support to department head, City management team, City Council and Council Committees, Boards and Commissions, staff and the community.

Communicates the City's mission, vision and values through words and actions.

Communicates effectively, both orally and in writing with the department head, City management team, City employees, City Council, volunteers and the community.

Makes public presentations and represents the City on committees, boards or activities.

Works cooperatively with all City employees toward the common goal of providing high quality services.

Exhibits excellent interpersonal and human relationship skills.

Management

Participates in employee selection, counseling, development, mentoring and evaluation of staff to achieve a cohesive work unit consistent with the City's mission, vision, and values.

Is accountable for the delivery of quality services and work product as a part of the overall departmental and City-wide strategic direction, goals and objectives.

Creates a superior work culture through an emphasis on training and mentoring to develop leadership, management and technical skills in all employees.

Assists employees with developing and implementing programs and objectives to improve departmental and City-wide efficiency.

Effectively manages multiple assignments and priorities to ensure the fulfillment of projects, tasks and responsibilities.

Assists in the preparation of, and adherence to, operational and capital budgets and exhibits good stewardship of the organization's resources.

Carries out suggested procedures to assure the highest standards of risk management, employee safety and risk avoidance.

Technical Tasks

Determines the number of employees and types of equipment needed to perform various maintenance and repair projects; assigns employees and equipment to various jobs.

Maintains records on time sheets, invoices, requisitions, equipment warranties, and maintenance involving service activities.

Is responsible for the construction and installation of City signage; performs various maintenance work for the City including street repair, electrical work, plowing snow, mowing grass and other physically demanding jobs.

Supervises maintenance of vehicles, building, equipment, tools and property.

Effectively and responsibly coordinates activities of the Public Works Department with other City departments and contractors.

Performs all job duties in compliance with the established rules and regulations of the Public Works Department and the City of Montgomery.

Trains and evaluates work of departmental employees.

Demonstrates accountability and responsibility for completion of work assignments in the absence of a department supervisor; provides responsive and timely feedback to supervisory staff on status and progress of work activities.

Promotes safe work practices and ensures compliance with City safety policies.

Assists in the development of operating procedures, policies, rules and regulations.

Evaluates the purchase of City equipment; orders department supplies and equipment.

Prepares letters, reports, purchase requisitions, legal notices, memos, and other written documents.

Attends meetings, seminars, conferences, and other related events.

Maintains individual knowledge and skills to be able to carry out all duties of department personnel.

Must be on call; respond to and supervise emergency situations during evenings and weekends.

Reviews and investigates complaints and requests for service(s).

Maintains professional certifications and training through attendance at related trainings and conferences and membership in professional organizations and other professional affiliations.

Handles other responsibilities and duties as assigned or needed.

Equipment Used:

Uses equipment and vehicles including backhoes, tractors, aerial lift trucks, commercial mowers, dump trucks, snow plows, chain saws, power tools, etc., possibly in inclement weather and hazardous conditions. Uses automobile and current office equipment including computer, telephones, copier, calculator, fax machine, paging equipment, digital mapping equipment and plotters, and two-way radios. Also uses Geographic Information Systems and various infrastructure software applications.

Location of Work and Physical Requirements of Position:

Must be able to safely and effectively operate a motor vehicle, as well as heavy and motorized equipment under normal and emergency conditions; demonstrate physical strength and dexterity in the use of hands and feet; work requires extensive walking, standing, running on varying types of terrain and irregular surfaces; must be able to move/transport oneself from one work site to another; must be able to perform heavy lifting, dragging, and pushing; requires climbing, working from heights, balancing, stooping, kneeling, crouching, crawling, reaching, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; requires working in adverse weather; requires ability to work flexible shift hours (to include nights and weekends); and be able to deal with stressful conditions in a calm and professional manner; must be able to work in off-site locations, including residential structures. Work is performed primarily in the Montgomery Public Works Building, throughout the physical environs of the City, and wherever mutual aid necessitates a response.

Minimum Requirements for the Position:

High School diploma or G.E.D., Ability to interact effectively with the public, agencies, and staff at all levels. Must possess a working knowledge of building, grounds, vehicle and street maintenance and construction with a minimum of three years experience in a comparable municipal setting with experience as a supervisor of personnel. Must possess mechanical aptitude and familiarity with a wide variety of tools, equipment and construction techniques. Must have ability to operate, maintain and train others in the safe, effective use of service department equipment. Must have thorough knowledge of traffic laws and safety regulations and have the ability to train and educate in all safety requirements. Must pass physical exam and be free of medical conditions that would preclude one from performing said functions or that would pose a threat to the health or safety of oneself or others; must have knowledge of current office equipment and procedures including computer data entry and retrieval; ability to supervise, coordinate, train and direct personnel resources; demonstrated leadership skills and abilities;

ability to maintain effective working relationships; ability to communicate effectively orally and in writing; must possess a valid driver's license from state of residency.

Reviewed May 2008; May 2018