


JOB DESCRIPTION

<p>City of Waterford</p>  <p>Administrative Services</p>	PUBLIC WORKS SUPERVISOR	
	Salary Level:	32
	FSLA Status:	Non-Exempt
	Established/Revised:	July 2017

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under general supervision, supervises personnel completing day-to-day activities of the Public Works department; assigns and prioritizes work tasks; participates in maintenance and construction tasks as needed; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Public Works Supervisor is a supervisory level class responsible for assigning and supervising the work of crews engaged in the construction, repair and maintenance work for streets, sewers, parks, water, and building maintenance. Monitors and provides supervision to water production and wastewater treatment operations. This classification is distinguished from the next higher classification of Director of Public Works in that the latter is responsible for the overall management of the Department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Public Works. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL DUTIES

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:

- Performs the more difficult and complex maintenance and construction duties of the work unit, including reading and interpreting construction plans and specifications; provides technical assistance to field crews.
- Coordinates with contractors providing services to the City; performs inspections of construction and maintenance work of public improvement projects for adherence to City standards.

- Schedules, assigns, and prioritizes the work of assigned staff and crews.
- Reviews and responds to a variety of correspondences, emails, and requests.
- Attends and participates in a variety of meetings.
- Utilizes a teamwork approach to learn the department functions necessary to continue effective City operations to allow the City to carry on in case of illness, or unexpected employee turnover; participates in cross-training as needed to accomplish this goal.
- Performs other duties as required or assigned, including but not limited to parks, streets, and utility operations.

MIMIMUM QUALIFICATIONS

Education and/or Experience:

High school diploma or GED equivalent; AND (3) years of increasingly responsible experience in public works maintenance and construction including some lead or supervisory experience; OR an equivalent combination of education, training, and experience.

License/Certificate:

- Possession of, or ability to obtain, a valid Class C California driver's license.
- Possession of, or ability to obtain, a Water Distribution Operator, Grade I certificate issued by the State Department of Health Services (DOHS).

Knowledge of:

- Practices, techniques, and materials used in maintenance, construction, repair or operation of streets, sewers, landscapes, traffic control, street lighting, parks, water, and building maintenance.
- Principles and practices of water production and wastewater treatment operations.
- Operating characteristics and safety requirements for operation of trucks, construction vehicles, and other heavy and light equipment.
- Methods and techniques of supervision, training, and motivation;
- Standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar.
- Occupational hazards and standard safety practices.

Skill in:

- Planning, organizing, and directing the work of subordinate staff.
- Supervising and directing the operations and activities related to streets, sewers, landscapes, traffic control, street lighting, parks, water, and building maintenance and construction.
- Monitoring and supervising water production and wastewater treatment operations.
- Responding to issues and concerns from the community; interpret, explain, and apply applicable laws, codes, and regulations.
- Reading, interpreting, and recording data accurately.
- Working independently and as part of a team; making sound decisions within established guidelines.
- Analyzing complex issues and developing and implementing an appropriate response.
- Following written and oral directions; communicating clearly and concisely, both orally and in writing.
- Observing safety principles and working in a safe manner.

- Establishing and maintaining effective working relationships.

NECESSARY SPECIAL REQUIREMENTS

- Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check, and reference check.
- Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical and environmental 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.

Physical Conditions:

While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to climb or balance and perform work which involves the frequent lifting, pushing and or pulling of objects which may occasionally weigh up to 100 lbs. Specific vision abilities required by this job include close vision, distance vision, and color vision.

Environmental conditions:

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually loud.