

PUBLIC WORKS SUPERVISOR

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Job Scope

- Determine own practices and procedures as well as contribute to the development of new concepts.
- Operate independently with minimal supervision.
- Work is normally checked or verified by own supervisor.
- Errors in work or judgment could result in additional costs, delays, personnel injuries, adverse employee morale or liabilities to the City.
- Decisions are made within prescribed departmental operating guidelines.
- Position has partial budgetary preparation/compliance accountability for a budget in excess of \$500,000.
- Totally accountable for capital asset control valued over \$500,000.
- Partially accountable for long-range operational and long range strategic planning.

Supervisory Responsibilities

- Job includes full supervisory responsibilities for approximately ten full-time and two temporary staff members.

Interpersonal Contacts

- Contacts are normally made with others both inside and outside of City government.
- Contacts are normally made over the telephone or face-to-face and are with other City employees.
- Contacts frequently contain confidential/sensitive information necessitating discretion at all times.
- Contacts are usually made on own initiative.

Specific Job Skills

- Possess a solid knowledge of public works maintenance processes, techniques, materials and equipment.
- Ability to operate a variety of power and hand tools, trucks, and heavy equipment. Possess good interpersonal skills and the capacity for teamwork.
- Ability to use discretion in all contacts.
- Ability to perform problem analysis, perform advanced math, creatively solve work problems and provide a high level of customer service.
- Possess strong training, supervision and mentoring skills.
- Ability to speak, read, write and understand English.
- Ability to make decisions based on sound judgment leading to logical conclusions. Mental activities required include using independent judgment, decision making, applying interpersonal and customer service skills and participating in a team environment.
- Physical activities require complete motions of the body to complete public works maintenance and repair work.
- Ability to talk and hear. Possess an appropriate driver's license for the equipment operated, and maintain a valid state Class B Commercial Driver's License.

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Education and/or Experience

- Possess some higher education beyond high school or vocational training in public works projects and a minimum of five to eight years Public Works maintenance practical experience or equivalent education and/or experience.
- Previous supervisory training is desired.
- Hold certification as a Water Distribution Manager II.

Job Conditions

- Job may require substantial physical effort at times.
- Job may require long periods of standing or sitting.
- Ability to lift and/or carry up to 50 pounds.
- Required to operate potentially hazardous tools and equipment.
- Occasional exposure to hazardous chemicals and/or fumes.
- Required to be “on-call”.
- Perform extensive CRT work.
- Performs work in various types of extreme weather conditions.

APPROVED

William C. Murphy, City Manager