

CITY OF TOPPENISH
Class Specification

Title: PUBLIC WORKS SUPERVISOR	Department: Public Works
FLSA Status: Exempt	Reports To: Public Works Director
Pay Grade: 8	Effective Date: March 27, 2006

General Summary

Plan, schedule, document and supervise public works projects, including water, wastewater, street, refuse and cemetery, and employees. Inspect work in progress and completed work. Participate in project coordination meetings. Order materials and supplies. May perform maintenance work and operate equipment and tools. Perform building inspections and solicits bids. Reports to the Director of Public Works.

Essential Functions/Major Responsibilities

Plan and schedule work projects for department personnel, ensuring conformance with State, Federal and local rules, regulations and laws.

Inspect work-in-progress and completed projects to ensure quality outcomes.

Attend a variety of meetings or otherwise communicate with other city departments or agencies.

Hire, train, and evaluate staff members and administer personnel issues.

Operate various equipment and tools in the completion of public works projects.

Prepare and maintain a variety of project-related records and reports.

Prepare job estimates in terms of time, material and personnel requirements.

Inspect buildings and other public works assets and solicit bids.

Order and pickup materials.

Administer and maintain safety program(s) and records.

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Secondary Functions

Assist in the preparation of departmental budget(s) and monitor expenditures.

Assist in the development of division objectives and plans.

Perform other related duties as assigned.

Job Scope

Position encounters frequent new and varied work situations. Job involves a high degree of complexity due to dealings with numerous regulatory agencies. 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.

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