

## PUBLIC WORKS SUPERVISOR

### General Statement of Duties

Assists the Assistant Public Works Director with and performs technical and supervisory work organizing and directing the day-to-day field operations of Public Works Department staff.

### Distinguishing Features of the Class

An employee in this class assists the Assistant Public Works Director with planning, organizing and overseeing the day-to-day operations of employees engaged in a variety of municipal operations. Tasks supervised include streets repair; sign construction and repair; litter and trash pickup and disposal; rights of way maintenance; building and equipment maintenance; grass mowing and limb and debris removal; and storm water management system maintenance and repair. Work includes determining needs, planning daily work and making assignments, and inspecting work in progress to assure safe and quality work. Work also includes assisting in developing budget recommendations and figuring materials costs for projects; ordering supplies; teaching and training employees in subject areas such as safety and work methods; handling some citizen complaints; preparation of required reports and assisting in equipment operation and other tasks as needed. The employee performs work in coordination with the Assistant Public Works Director, the Public Works Director and other town officials. The employee is subject to working in inside and outside environments in extreme weather, and exposure to various hazards such as street traffic, loud noises, vibration, moving mechanical parts, electrical current, chemicals, odors, dusts, mists, and oils. Performs work under the direction of the Assistant Public Works Director and the Public Works Director who evaluates performance by review of reports, observation of work in progress as well as completed and by acceptance of the community and employees.

### Duties and Responsibilities

#### Essential Duties and Tasks

Assists the Assistant Public Works Director and directly oversees the field activities of employees and participates in various work tasks as needed; assigns employees to crews and crews to tasks; makes site inspections prior to work tasks to identify supplies and equipment needs; inspects work of crews in progress and upon completion; ensures coordination with other town departments.

Monitors and assures safety measures to protect employees, the public and property from harm and liability.

Reports to and advises the department supervisor on budget needs of the department personnel concerning equipment, materials and other resources to accomplish their work.

Under the direction of the Assistant Public Works Director, oversees full-time; performs personnel functions such as performance coaching and training of personnel and offers assistance with hiring and discipline.

Receives and handles citizen's complaints and inquiries about public works services.

Recommends changes in procedures and programs to enable the department to meet the needs of the community.

Operates heavy equipment including the back hoe; participates in the work of the division.

Assists with locating vendors and contractors and participates in the inspection of contracted work.

Cleans up debris after storms; boards windows; cuts down trees; keeps road open.

Acts in the absence of the Public Works Supervisor.

#### Additional Job Duties

Performs other duties as assigned

## Recruitment and Selection Guidelines

### Knowledge, Skills and Abilities

Considerable knowledge of the principles and practices of public works construction methods, materials, and maintenance practices involving streets, storm water, building maintenance, equipment services, and related issues.

Considerable knowledge of town policies, state and federal laws and rules and regulations in services and operations supervised.

Considerable knowledge of materials and equipment used in the construction and maintenance of streets and storm water systems.

Considerable knowledge of local government budgeting, purchasing and personnel laws, regulations, and practices.

Considerable knowledge of occupational hazards and associated safety practices.

Ability to supervise including effective delegation, communications, motivation, performance evaluation, and coaching.

Ability to establish and maintain records and prepare reports.

Ability to maintain effective working relationships with other town officials, citizens, contractors and employees.

Ability to present ideas effectively in writing and orally.

Ability to evaluate and diagnose equipment problems to enable them to be repaired and returned to service in a reasonable amount of time.

Ability to negotiate with contractors and suppliers to establish cost effective service and construction contracts and assist in the development of specifications and bid evaluations.

### Physical Requirements

Must be able to perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking and hearing.

Must be able to perform medium work exerting up to 100 pounds of force occasionally; and/or up to 20-50 pounds of force frequently to move objects.

Must possess the visual acuity to inspect work operate motorized equipment, operate a computer, read maps and plans, compile data and figures.

### Desirable Education and Experience

Graduation from high school supplemented by considerable experience in building or construction trades, preferably including supervisory experience; or an equivalent combination of training and experience.

### Special Requirements

Possession of a valid appropriate North Carolina Commercial Driver's License.