

## PUBLIC WORKS SUPERVISOR

### General Statement of Duties

Performs responsible technical and administrative work supervising and participating in the work of employees and contractors in street and sidewalk maintenance and repair; right of way maintenance; board walk maintenance, and storm water maintenance.

### Distinguishing Features of the Class

An employee in this class plans, supervises and participates in the work of employees and contractors engaged in the construction, maintenance, and repair of municipal streets and sidewalks, grounds and right of way upkeep, and for maintenance and repair of stormwater systems. Work involves receiving service order requests, prioritizing requests and making assignments to crews; supervising and participating in work in progress and ensuring tasks are completed in an effective and timely manner. Work also includes assisting, advising and monitoring contractors engaged in construction and maintenance projects. The employee is responsible for ensuring that the Town's properties, rights of way, etc. are mowed and trimmed and that streets are cleared of ice, snow and storm debris. The employee is also responsible for adjusting priorities to manage emergency clean-up after major storms. Work requires initiative, judgment and the ability to handle multiple priorities in emergencies. The employee is subject to working in inside and outside environments, in hot and cold temperatures and is exposed to noise, vibration, proximity to moving mechanical parts, chemicals, traffic and other hazards inherent in public construction work. Duties may also expose the employee to human body fluids and thus the work is subject to the OSHA requirements for bloodborne pathogens. Work is performed under regular supervision of the Public Works Superintendent and is evaluated by observations while in progress and upon completion for efficiency and effectiveness of work methods, staff utilization, safety and feedback from the public.

### Duties and Responsibilities

#### Essential Duties and Tasks

Plans, supervises, and participates in the activities of the functions; ensures coordination of activities with other departments; receives work orders; assigns priorities and assigns projects to crews; reassigns employees and equipment to respond to emergencies.

Inspects storm water installation and repair work in progress on daily basis; inspects completed projects for adherence to standards, specifications and plans; works with and monitors contractors on larger projects; locates and has lines marked for contractors and other utilities.

Inspects thoroughness and neatness of grounds, right-of-way and ditches/banks after mowing is completed.

Inspects forms for sidewalks, driveway cuts and handicap ramps are properly set prior to concrete pouring.

Ensures the availability of equipment, materials and staff for assigned tasks; reviews inventory and orders needed supplies and equipment; provides input on equipment and materials for budget purposes; ensures service and maintenance of equipment.

Responsible for preparing request for purchases and bid documents.

Oversees contracted work for facilities, grounds, streets and storm drainage system.

Trains new and existing employees on methods, procedures and safety issues; provides employee performance coaching and conducts evaluations; maintains time and work records, disciplines employees if required; approves leave, and makes hiring recommendations. Ensures appropriate Personal Protection Equipment is used appropriately.

Instructs workers in the appropriate safety procedures and monitors work practices at work sites to ensure safety protocols are adhered to and that effective and efficient practices are utilized.

Prepares budget recommendations for assigned area for Public Works Manager including operational and capital needs.

Computer skills to monitor expenditures and time spent on each project; work schedules; purchase orders and reports.

Reports to and advises management and officials on public works projects and activities.

Responds to citizen requests, concerns, and issues; meets with citizens to resolve problems; communicates with citizens about projects and impacts on service provision and timeframe for resolving service issues.

Keeps records; maintains log of work activities for reporting requirements; prepares daily activity reports.

#### Additional Job Duties

Performs other duties as assigned.

### Recruitment and Selection Guidelines

#### Knowledge, Skills, and Abilities

Considerable knowledge of the equipment, materials, and techniques used in the construction, maintenance and repair of streets and drainage systems; maintenance of grounds, and right-of-ways.

Considerable knowledge of occupational hazards and safety precautions of streets, sidewalks, stormwater and grounds maintenance including safe lifting, working in and around traffic, operating medium to heavy equipment on streets, banks and around ditches and other hazards, work zone signing, blood borne pathogen standards and other regulations applicable to the work.

Considerable knowledge of the use of medium to heavy equipment, power and hand tools and materials used in the work.

Working knowledge of effective supervisory principles and practices including communications, motivation, coaching, and of the organization's personnel policies and procedures.

Working knowledge of environmental laws and regulations, engineering specifications, and related standards applicable to the work.

Ability to read plans maps, drawings, engineering specifications and other technical documents related to the work.

Ability to maintain records and prepare required reports.

Ability to communicate effectively in oral and written form.

Ability to establish and maintain effective working relationships with supervisors, peers, employees, contractors, and citizens.

#### Physical Requirements

Must be able to perform the physical life functions of stooping, kneeling, crouching, reaching, standing, walking, lifting, grasping, feeling, talking, hearing, and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Must possess the visual acuity necessary to read maps and technical drawings, to operate a vehicle and equipment, work with data and figures, and to read and prepare reports.

#### Desirable Education and Experience

Graduation from high school supplemented by coursework in construction, engineering or related field and 10 years of progressive experience in street construction, facilities and grounds maintenance, drainage, and HVAC systems; supervisory experience; or an equivalent combination of education and experience.

Special Requirement

Possession of a valid North Carolina Driver's License.

May be required to obtain:

NCDA&CS Pesticide License.

CPSI Playground Inspector certification.

CPO Operator Certification.

Stormwater Certification

Beaufort

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