

CITY OF BAY VILLAGE JOB DESCRIPTION

JOB TITLE: Public Works Supervisor

SUPERVISOR: Director of Public Services & Properties

FLSA STATUS: Exempt

SCHEDULE: Normal Hours (M-F) including non-scheduled hours and 24/7 on-call rotation

DATE: September 1, 2018

JOB SUMMARY: Reporting to the Director of Public Services & Properties this position is responsible for supervising and scheduling the daily operations of a wide variety of the City's public service operations, personnel and activities involving construction and maintenance/replacement of streets, sidewalks, curbs, bridges, utilities, parks, creeks, break walls, storm sewers (catch basins, manholes, etc.) and other public facilities and properties; the City's storm and sanitary collection system including inspections, construction and preventative and/or emergency maintenance, repairs/replacements of infrastructure components, lift stations, and residential/commercial connections; department vehicle and equipment repair and maintenance; recycling; snowplowing; tree and other vegetation removal and/or installation; etc.

ESSENTIAL JOB FUNCTIONS:

Reviews planned projects and unplanned issues requiring daily attention, prioritizes workload items, assigns personnel and resources, monitors/evaluates progress of assignments and related personnel performance, coaches/counsels and assists employees as needed and inspects projects/work assignments during and upon completion. Assists subordinates with work assignments as necessary.

Analyzes strategic issues related to the City's public services and functions, prioritizes, develops and documents goals and objectives and coordinates implementation with the Director of Public Services and Properties.

Ensures employee compliance with department rules, regulations, policies, procedures and practices including enforcing and issuing discipline as necessary.

Traverses the City on a regular basis by vehicle to observe conditions that present any immediate or potential problems to the City's and/or the residents' safety or properties.

Creates and/or closes and documents work orders, including photographs and other relevant information, and inputs that information to an iWorQ computer base.

Develops, maintains and distributes reports, records and documents as required and/or needed (ie. daily assignment sheets, payroll sheets, purchase orders, etc.).

Assists department employees, residents, Mayor, Director, City officials and other city employees with addressing and/or responding to problems, questions or any matters pertaining to the department's services. Personally handles and/or responds as appropriate.

Attends, participates and/or conducts meetings and training sessions as needed and/or required.

Performs other duties as may be assigned and/or required.

REQUIRED EDUCATION, BACKGROUND, KNOWLEDGE AND ABILITIES

Secondary education (High School or GED) with 5-7 years of related work experience as contained and described in the job summary in either a public or private setting with at least 3-5 years of supervisory or Leadman experience.

Must possess CDL (with endorsements as may be required); CPR and First Aid certifications/licenses.

Required Knowledge, Skills and Abilities:

Substantial knowledge of construction and/or sewer systems.

Proven ability to lead and direct staff.

Operational and administrative rules, regulations, codes, Ordinances, procedures, and practices pertaining to the department's functions and operations.

City geography, properties, streets, buildings, infrastructure, land, etc.

Computer software including Microsoft Office (Word, Excel, Outlook, etc.), iWorQ's, and other specialized computer programs, if applicable, and ability to operate same including office equipment (phones, fax, scanner, copier, etc.) and other tools and devices as may be required.

Ability to operate department vehicles and equipment.

Prepares and submits purchase orders and monitors expenditures in conjunction with the budget.

Ability to establish and maintain effective working relationships and credibility with subordinates, residents, outside professionals, coworkers, other city personnel and officials, etc.

Ability to communicate effectively in written and verbal forms and effectively respond to internal and/or external inquiries/complaints/requests.

Ability to tolerate and navigate various working and weather conditions (ie. heights, fluctuating temperatures, narrow, open, congested, dirty, dusty, odorous areas, etc.).

Ability to convey, understand and follow written and verbal instructions and directives.

Ability to maintain confidentiality and handle issues with discretion and sound judgment.

PHYSICAL REQUIREMENTS OF THE JOB:

ACTIVITY	FREQUENCY OF ACTIVITY	ITEMS/WEIGHT INVOLVED	MACHINES/TOOLS
Lifting	occasionally	equipment/tools/materials/manhole & catch basin lids (25-100# max.)	
Carrying	occasionally	equipment/tools/materials (50# max.)	
Reaching	occasionally		
Climbing	occasionally		
Bending	occasionally		
Squatting	occasionally		
Pushing/Pulling	occasionally		
Twisting/Turning	occasionally		
Keyboarding	frequently		computer board/l-pad
Sitting	frequently		
Standing	frequently		
Walking	frequently		
Crawling	rarely		
Running	rarely		

The employee who performs this job needs to possess the following:

(Place an X before each applicable category)

- X Normal hearing with or without corrections.
- X Normal vision with or without corrections.
- X The ability to drive or operate a vehicle with or without corrections.
- X The ability to wear protective equipment including various safety equipment and clothing.

Employee's Signature

Date

Supervisor's Signature

Date
