



Public Works Supervisor

Public Works

PW/2

JOB SUMMARY

This position is responsible for supervising and participating in the construction, repair and maintenance of city infrastructure.

MAJOR DUTIES

- Supervises and instructs employees on work methods, procedures, and standards related to their assignments.
- Enforces safety guidelines.
- Provides information and assistance to customers; responds to public questions or comments pertaining to work projects or personnel.
- Inspects the work of assigned personnel to ensure accuracy, completeness, and compliance with established guidelines and safety regulations.
- Participates in the recruitment and selection of new crew members; approves annual and sick leave requests; ensures time sheets are recorded and reported accurately; counsels and disciplines subordinates; recommends suspensions and terminations.
- Ensures assigned work areas, equipment, and vehicles are cleaned and properly maintained.
- Completes and maintains related reports and work order logs.
- Informs the Public Works Superintendent of worksite problems, personnel issues, public concerns, progress of projects, and related matters.
- Supervises and participates in the patching of streets and roadways.
- Supervises and participates in the removal of tree limbs and debris from roadways.
- Operates heavy equipment as needed.
- Supervises and assists in raising manhole covers.
- Supervises and participates in the installation, repair and maintenance of street signs.
- Responds to after hours emergencies.
- Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of departmental and city policies and procedures, including safety rules and regulations.
- Knowledge of city geography, including street locations.
- Knowledge of methods, equipment, procedures, and standard practices of municipal public works operations.
- Knowledge of traffic laws and rules involved in vehicle and equipment operation and basic traffic control/barricade procedures.
- Skill in operating a variety of job-related tools and equipment.
- Skill in performing preventive maintenance on equipment.
- Skill in supervising the work of other employees.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Public Works Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include city and department rules and regulations, policies and procedures, relevant federal and state laws, safety regulations, and traffic laws. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related supervisory and public works maintenance duties. The necessity of maintaining safe working conditions contributes to the complexity of the position.
- The purpose of this position is to supervise and participate in the performance of public works duties. Successful performance helps ensure the efficient and effective provision of public works services to the citizens of West Point.

CONTACTS

- Contacts are typically with department personnel, other city employees, and the general public.
- Contacts are typically to give or exchange information, provide services, and motivate personnel.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, bending, crouching, or walking. The employee frequently lifts light and heavy objects, climbs ladders, distinguishes between shades of color, utilizes the sense of smell, and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed outdoors at work sites. The employee may be exposed to inclement weather and machinery with moving parts. The work may require the use of protective devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Sewer Maintenance Worker (1) and Public Works Maintenance Worker (6).

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- Possession of or ability to readily obtain a valid state issued driver's license for the type of vehicle or equipment operated.