



Public Works Supervisor Street

ST/1

JOB SUMMARY

This position is responsible for supervising the construction, repair, and maintenance of city streets.

MAJOR DUTIES

- Supervises, directs, and evaluates assigned staff; processes employee concerns and problems; directs work; counsels, evaluates and discipline personnel; provides training and instruction.
- Coordinates daily work activities; reviews daily routes for pickup of trash, debris, and leaves; organizes and prioritizes department workload; makes work assignments; monitors status of work in progress; inspects completed work; troubleshoots problem situations; consults with assigned staff, assists with complex or problem situations, and provides technical expertise.
- Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies, and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and individuals; initiates action necessary to correct deviations or violations.
- Consults with Director, City Manager, and other officials as needed to review department activities, provide recommendations, resolve problems, and receive advice and direction.
- Responds to service requests, questions or complaints related to department operations; meets with customers and contractors; provides information, research problems, and initiates problem resolution.
- Coordinates street maintenance and roadside/right-of-way maintenance projects; supervises and assists in performing manual tasks such as picking up trash from residents, pouring concrete, repairing road surfaces, patching potholes, applying and spreading road materials, installing driveway pipes, installing street signs, digging drainage ditches, cutting grass, removing leaves, cutting brush and tree limbs, grinding tree limbs, cutting vines and weeds, spreading seed and straw, cleaning streets, picking up litter and debris, removing dead animals from streets, installing landscaping, maintaining city property, diggings holes and trenches, shoveling materials, lifting and moving heavy materials, flagging traffic, or setting up community room for meetings and court sessions.
- Operates a variety of equipment, machinery and tools used in department projects and activities, including a tandem dump truck, flatbed dump truck, backhoe, roller, trencher, trash truck, tractor, bush hog, mower, chipper, weed-eater, leaf vacuum, jackhammer, air compressor, saw, chain saw, pickaxe, bush ax, shovel, rake, pitchfork, pipe wrench, tape measure, or mechanic tools.
- Supervises or assists with transporting, loading, and unloading of various equipment and materials used in projects or at work sites; supervises hauling of materials to landfill.
- Monitors inventory of department equipment, tools, parts, and supplies; ensures availability of adequate equipment and materials to complete projects; initiates workorders for new/replacement materials; picks up parts as needed.
- Supervises general and preventive maintenance work necessary to keep vehicles, equipment, and tools in operable condition, including inspecting equipment, refueling vehicles, checking fluid levels, replacing fluids, greasing equipment, washing, and cleaning equipment, and cleaning shop and work areas; monitors equipment operations to maintain efficiency and safety; coordinates necessary repair or preventive maintenance work; monitors status of equipment being repaired.
- Prepares or completes various forms, reports, correspondence, logs, work orders, timecards, or other documents.
- Receives various forms, reports, correspondence, work orders, timecards, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a computer to enter, retrieve, review, or modify data; utilizes work processing, spreadsheet, database, or other software programs.

- Maintains files and records of department projects or work activities.
- Communicates via telephone and two-way radio; provides information and assistance; takes and relays messages; responds to requests for service or assistance.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the principles and practices used in the construction, maintenance and repair of streets, sidewalks, storm sewers, and related facilities.
- Knowledge of relevant local, state, and federal laws.
- Knowledge of good customer service practices.
- Knowledge of vehicle and equipment operation and maintenance.
- Knowledge of city policies and procedures, including purchasing and budgeting procedures.
- Skill in supervision and management.
- Skill in the use of computers and job-related software programs.
- Skill in the training and supervision of personnel.
- Skill in the completion of accurate and timely reports.
- Skill in the use of office equipment such as a computer, calculator, copier, and facsimile machine.
- Skill in interpersonal relations.

SUPERVISORY CONTROLS

The City Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include city policies and procedures and relevant state and federal regulations. These guidelines require judgment, selection, and interpretation in application. This position develops departmental guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied planning, administrative, and supervisory duties. The variety of tasks to be directed contributes to the complexity of the position.
- The purpose of this position is to manage and supervise the operations of the Street Department. Successful performance helps ensure the effective and efficient operation of the department and provides for the proper maintenance of city streets and related infrastructure.

CONTACTS

- Contacts are typically with co-workers, vendors, engineers, surveyors, contractors, elected and appointed officials, and members of the public.
- Contacts are typically to exchange information, motivate personnel, negotiate matters, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is performed in an office and outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Street Maintenance Worker (5).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the street division/department, to direct and coordinate work within the street division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.