

# Public Works Supervisor



**DEPARTMENT:** Public Works  
**DIVISION:** Operations  
**SUPERVISOR:** Public Works ~~Director~~Operations Manager  
**CLASSIFICATION:** Exempt (not overtime eligible)  
**UNION:** No  
**CONFIDENTIAL:** Yes

## POSITION SUMMARY

Performs a variety of supervisory, administrative, skilled, technical, and maintenance work in the planning, construction, operation, repair, maintenance, and replacement of City water, sewer, street, and storm drainage facilities and systems.

## SUPERVISION RECEIVED

Works under the general supervision of the Public Works ~~Director~~Operations Manager.

## SUPERVISION EXERCISED

Exercises ~~close~~ supervision over assigned utility workers and equipment operators of Public Works.

## ESSENTIAL DUTIES AND RESPONSIBILITIES Include the following, but not limited to:

- Plans, schedules, and implements construction, maintenance, and operation activities designed to provide quality water, sewer, street, and drainage service for the City; oversees construction and maintenance work to determine acceptability and conformance to standards.
- Instructs, supervises, and guides employees performing the duties of maintenance, construction and repair of water, sewer, street, and storm drainage facilities.
- Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of streets, water systems, sewer collection, and storm drainage systems and other department facilities.
- Inspects and supervises the repair of chlorine analyzer, booster pumping stations, reservoir, meters, streets, drainage systems, and sewer system at frequent intervals to ensure that all aspects of the systems are functioning properly.
- Over sees requisitions needed supplies for the department and maintains a variety of records relating to personnel, equipment, supplies, water consumption, and reports.
- Advises Public Works ~~Director~~Operations Manager in matters relating to department activities; provides information to various civic, school, and public groups and individuals regarding street, water, sewer and drainage problems and services.
- Supervises, instructs, and assists assigned crews in installing new water and sewer lines, installing and relocating fire hydrants and meters, and maintaining the existing water supply, distribution, and sewer collection systems.

- Attends appropriate safety seminars/conferences, coordinates the safety program, conducts monthly safety meetings, and maintains records to meet OSHA standards.
- Serves as liaison to the Safety Committee.
- Ensures that all necessary materials, supplies, and equipment are available by maintaining an inventory of parts and materials and obtaining necessary parts, tools, and supplies.
- Supervises the location of storm, water, and sewer lines from the appropriate sources prior to excavation and informs crews of such locations.
- Responds to complaints regarding water leaks, pressure loss or no water; evaluates situations, determines if liability lies with the City or the property owner; explains findings to property owners and notifies appropriate water and sewer crew if necessary.
- Supervises the contacting of residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.
- Supervises the safety of assigned utility workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.
- Assists in motivating and evaluating personnel by acting as a liaison between crew members and other City supervisors.
- Supervises the control and use of supplies and equipment used in the maintenance, construction and repair of water lines, sewer lines, street, drainage systems and other department facilities to ensure that all equipment is in proper working order.
- Analyzes annual operating costs and makes recommendations for department budget.
- Analyzes and projects the needs of the City for equipment, bridges, roads, sidewalk, and materials for completion of the same.
- Provides operations guidance for construction of bridges, buildings, sidewalks, signs, sewer, drainpipe installations, culvert installation and road construction.
- ~~Approves the purchases and signs off on bills of heavy equipment and requisitions all supplies and materials needed for effective department operation.~~
- ~~Responsible for water treatment plant.~~
- Responsible for joint maintenance facility.
- Reviews and signs off on building permits.
- Direct Responsible Contact (DRC) for the water distribution system required by the Oregon Health Authority.
- ~~Responsible for being in the on-call rotation and subject to being called in to work after normal work hours.~~
- ~~Responsible for checking wells and the water treatment plant on non-working days.~~
- Subject to being called into work during off hours.

## **PERIPHERAL DUTIES**

- Operates a variety of power construction and maintenance equipment used in water, sewer, and streets.
- Serves on various employee or other committees as assigned.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

- a. Graduation from high school education or GED equivalent, and
- b. Seven (7) years of experience relating to the construction, repair, and maintenance of water, sewer, street, or storm drainage systems including the operation of related maintenance equipment, or
- c. Any equivalent combination of education and experience.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- a. Thorough knowledge of equipment, facilities, materials, methods, and procedures used in public water supply and distribution systems, sewer collection systems, storm drainage systems, and street systems; thorough knowledge of pipe installation, connection, and repair; thorough knowledge of road construction and maintenance.
- b. Skill in operation of the listed tools and equipment.
- c. Ability to guide, direct, and motivate employees; ability to operate and maintain various equipment used in water maintenance and repair such as backhoe, dump trucks, and sewer cleaners; ability to organize and supervise the activities of various crews performing construction and maintenance work; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public.

### **SPECIAL REQUIREMENTS**

- Valid state driver's license and CDL certification
- Certification as a Water Distribution Operator II
- Backflow Tester Certification
- Competent Person Certificate
- First Aid and CPR Certificate
- Management Supervisor Certificate
- Cross Connection Specialist Certification

### **TOOLS AND EQUIPMENT USED**

Knowledge of operation and use of motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, jetter/inductor truck, street roller, backhoe, manlift, tamper, plate compactor, saws, pumps, compressors, sanders, generators, trencher, common hand and power tools, shovels, wrenches. Skill in use of leak detection devices, mobile radio, phone, SCADA System, personal computer including word processing and other software, copy and fax machines.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch or crawl, and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and equipment and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

**EMPLOYEE ACKNOWLEDGMENT**

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Public Works Supervisor** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

**Signatures:**

\_\_\_\_\_

Public Works Supervisor

\_\_\_\_\_

Date

Print Name: \_\_\_\_\_

\_\_\_\_\_

Public Works ~~Director~~ Operations Manager

\_\_\_\_\_

Date