



## Public Works Supervisor - Utilities

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**DEPARTMENT:** Public Works

**SUPERVISOR:** Public Works Director

**CLASSIFICATION:** Exempt

**PAYROLL:** Grade 120U

**POSITION SUMMARY:** Plan, organize, schedule, assign, and supervise the operations and maintenance activities of the Street System, Water System and Parks. Recommend short-term and long-term projects within functional area and perform special studies in support of division.

### **ESSENTIAL JOB FUNCTIONS**

*Any of the following duties and responsibilities may be performed and are not listed in any particular order. These examples are not necessarily performed by all incumbents, however, and do not include all specific essential functions and responsibilities an incumbent may be expected to perform.*

- This is a working supervisor position in which the supervisor is actively involved with routine operations and maintenance activities. Performs the regular duties of a Public Works Maintenance Worker as an essential job function.
- Provide first line supervision involved in operating and maintaining the water distribution system, and streets and parks assign and review work; schedule short-term and long-term projects; evaluate performance; take and/or effectively recommend necessary personnel and disciplinary actions; and, resolve employee complaints.
- Provide support to the Water Plant Chief Operator with operating and maintaining the City's Water Treatment Plant.
- Schedule day-to-day work activities of operations staff. Resolve schedule conflicts and ensure each shift is adequately filled and staffed. Maintain regular job attendance records and ensure employees adhere to assigned work duties, work hours and terms of bargaining agreements, and City policies.
- Instruct or ensure instruction of subordinates in the appropriate use of materials, methods, tools, and equipment, including safety measures. Observe employee activity and equipment operation for safe practices. Monitor effective use of personnel and equipment and the progress of work, according to plans and schedules.

- Ensure that supervised staff maintain a safe working environment and comply with federal and state health and safety guidelines and regulations. Schedule safety training for employees. Follow all safety rules and procedures for work areas. Develop an appropriate safety program and practices.
- Respond to various questions, resolve problems, provide technical assistance on issues, and make decisions within established policy guidelines. Respond to citizen inquiries and complaints regarding crew activities.
- Keeps abreast of current regulatory rule changes and trends affecting areas of responsibility.
- Prepare estimates using Excel and obtain quotations for inclusion in preliminary departmental budget requests. Obtain quotations for routine purchases and maintenance services over which the position exercises control.
- Maintain records and prepare routine reports regarding work activities, material usage, regulatory items, etc.
- Respond to unusual or emergency situations, including calls after normal business hours, and recommend responses to meet problems. Acts as Public Works On-Call Supervisor during assigned time intervals and responds to after-hours emergencies. Advise Public Works Director of nature and actions taken.
- Administers small contracts for services with private contractors and service providers. Purchases and maintains necessary inventory of supplies and equipment.
- Assist the Engineering staff and/or the City Engineer on the following activities:

Review plans for proposed new development from practical standpoint and provide recommendations to appropriate personnel. Inspection of public and private public works construction projects, update of public works design standards and construction specifications, planning for water and street projects to be constructed by the City, and preparation or revision of bid specifications, contracts, or agreements for services.

- Maintain cooperative relationships with City personnel, elected officials and other agencies.
- Exhibit leadership to fellow employees and foster an environment in which employees are focused on producing excellent quality results.

- Encourage and provide excellent customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
- Follow all safety rules and procedures for work areas.
- Other duties as assigned.

#### **AUXILIARY JOB FUNCTIONS**

- Presents information in both written and verbal format to various groups (regulatory agencies, City Council, neighborhood groups, civic groups, etc.) on occasional basis.
- Position is subject to emergency response after normal work hours on a rotational basis. May require working on rotating shifts, weekends, and holidays.
- Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Responsible for making sure Utility Workers maintain their certifications, licenses, and training.
- Maintain work areas in a clean and orderly manner. Serve on various committees as assigned.

#### **QUALIFICATIONS**

*Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **EDUCATION / EXPERIENCE**

- Associate of Applied Science in Water or an Associate of Science Degree and seven years related experience with three years of supervisory experience in a municipality public works department or seven years supervisory experience with a private construction company that specializes in public works infrastructure construction, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.
- Working knowledge of fiscal management, expenditure control, and recordkeeping.

- Knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, etc.). Skilled in computer operations and proficiency in word processing; spreadsheets, databases, electronic communications. Ability to utilize computer for record keeping, reports, and operation of maintenance programs.
- Extensive knowledge of the materials, methods, techniques, and Federal and State guidelines used in operation and maintenance of water treatment facilities, water distribution systems, streets, and occupational hazards and safety precautions.
- Knowledge of principles of supervision and personnel practices.
- Skill in operation of tools and equipment including a motor vehicle, backhoe, dump truck, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, telephone, computer, calculator, a variety of lab equipment, and other related equipment.
- Ability to perform process control calculations, work safely, communicate effectively verbally and in writing in order to establish effective working relationships with employees, other departments, and the public, must have the ability to understand and carry out written and oral instructions to coordinate, schedule, and direct the work of subordinate technicians.

#### **CERTIFICATES/LICENSES/REGISTRATIONS**

- Possession of valid driver's license.
- Level I Water Treatment and Level II Water Distribution Certification
- WorkZone Traffic Control Certificate

#### **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.*

- Approximately 70% of work takes place outdoors with exposure to all weather conditions, at work sites with exposure to noise levels which may require hearing protection, chemicals, dirt, dust, fumes, confined spaces, etc.
- The remaining 30% of the work period occurs under usual office working conditions where the noise level is typical of most office environments with telephones, personal interruptions, and background noises.

**PHYSICAL ABILITIES**

*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 position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects, tools or controls.
- Duties involve moving materials weighing 10 pounds to 50 pounds on a regular basis.
- Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, standard office equipment, and motorized equipment.
- The position requires mobility.

**SUPERVISION**

- Works under the general supervision of the Public Works Director.
- Responsible for 4-6 FTE, seldom over 10 FTE.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

The City of Stayton is an Equal Opportunity Employer.

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**REQUIRED SIGNATURES**

*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, physical demands of the position and the minimum education and experience required of the position.*

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Public Works Supervisor - Utilities

\_\_\_\_\_  
Date

\_\_\_\_\_  
Public Works Director

\_\_\_\_\_  
Date