

Job Title: Public Works Supervisor

Department: Public Works Operations
Reports to: Public Works Division Manager
FLSA Classification: Non-Exempt

PRINCIPAL PURPOSE OF JOB:

The Division Supervisor is a leadership position that contributes to the successful operation, maintenance and constant improvement of the robust infrastructure of the City of Anacortes. The supervisor assists in short and long term planning, budget management and mission quality assurance. Employee morale, education and professional development are an important responsibility of this position.

CLASSIFICATION SUMMARY:

The principal function of an employee in this class is to supervise the City's public works operations, maintenance and repair activities including organizing, directing, controlling and monitoring the Division's annual work programs. The work is performed under the direct supervision of the Public Works Division Manager. The employee may be assigned direct responsibility for the operation of the division in the absence of the Division Manager. An employee in this class may perform the duties of other employees in the City as required or as assigned.

LEVEL OF AUTHORITY:

Manages responsibilities independently with only general direction, ensuring that applicable City ordinances, governing laws, and generally accepted procedures and practices are followed. Performs work requiring a high level of skill, judgment and supervisory responsibility while unsupervised.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Organizes, directs, controls, and monitors yearly work programs and routine or emergency repairs for public works functions and assists in the development of the budget, monitors budget expenditures and recommends changes to the Division Manager; coordinates with other governmental agencies and contractors on operations and maintenance projects. Develops and implements standard procedures for operations and maintenance.
2. Schedules, assigns, directs, motivates, monitors, and evaluates the work of operations and maintenance staff; assesses training needs to ensure successful completion of short- and long-range projects. Trains employees on equipment operation, material installations, and proper procedures. Participates in the employee selection process and effectively recommends hiring; conducts staff and safety meetings; reviews and approves employee time sheets; approves vacations; prepares employee evaluations and effectively recommends salary increases or disciplinary action.
3. Gathers data and assembles reports required under permits issued to the City of Anacortes. Ability to read blueprints, maps and other associated and similar materials sufficient to determine the scope of required work and ensure compliance with design objectives and standards.
4. Maintains inventory control systems and managing inventory programs, record keeping systems and bid calls.
5. Assists the Division Manager by obtaining field data, reviewing property damage claims, writing specifications for new equipment and materials, selecting equipment, and assisting in the preparation of annual and capital improvement budgets; obtains price quotes; monitors the performance of contractors on maintenance or capital improvement projects.
6. Follows established purchasing rules and completes required paperwork to acquire goods and services in the most economical method possible.
7. Develops, maintains, trains, and participates in required safety programs, including but not limited to the Confined Space Entry Program, Chemical Hazard Communication Program, and the Exposure Control Plan.
8. Maintains good public relations by informing the public of projects on or near their property and listening/responding to complaints or requests.
9. Attends work on a regular and dependable basis.
10. Interacts in a professional and respectful manner with city staff and the public.

OTHER JOB CAPABILITIES:

1. Knowledge of procedures, materials, safety procedures, and equipment involved in the installation, repair, operation and maintenance of department infrastructure and functions.
2. Familiarity with the contents of emergency, routine, and preventative maintenance programs;
3. Understanding of supervisory principles and practices involving work prioritization and scheduling; coordinating manpower, equipment, and materials; employee motivation, evaluation, and training; and employee selection;
4. Knowledge of procedures for purchasing, budgeting, bid preparation, and personnel policies.
5. Obtain and maintain valid certification in Adult Workplace CPR Workplace First Aid and Blood Borne Pathogens.
6. Must be knowledgeable of applicable laws, work safety standards, state and federal regulations governing employees and workplace safety including the use of proper disposal of hazardous, toxic and environmentally sensitive substances or parts.
7. Physically perform the essential functions of the job.
8. Must be able to manage and lead a diverse work team toward the accomplishment of common goals in a highly collaborative yet stressful environment.
9. Must work effectively with all other City Departments and outside agencies.
10. Must be an excellent communicator orally and in writing.
11. Organized, efficient, creative and capable of implementing multiple tasks simultaneously.
12. Skilled in analyzing a situation, assessing alternative solutions and recommending an effective course of action.
13. Must have or be able to obtain a valid WA State driver's license with required endorsements
14. Obtain OSHA Training in Competent Person Requirements for Confined Space Safety;

GENERAL QUALIFICATIONS:

Three years of operations and maintenance experience including one year of supervisory experience; or any equivalent combination of experience and training. Possession of a valid driver's license. Specific qualifications are listed below:

FLEET SERVICES

1. Journeyman level knowledge of equipment commonly found in the city fleet.
2. Responsible for the Public Works Operations facility security system maintenance and operation.
3. The ability to manage preventive maintenance programs, customer service programs and shop operations in a manner that provides consistent high quality fleet services.

STREETS AND UTILITIES

1. Thorough knowledge of all equipment used in the maintenance and operation of surface and underground facilities.
2. The skill and knowledge to understand and work to field surveys, profiles, grade staking, etc., to ensure work is completed to specifications. The knowledge and ability to read and understand blueprints, maps and other associated and similar materials sufficient to determine the scope of work and ensure compliance with design objectives and standards.
3. Thorough knowledge of materials, supplies, parts and components commonly used in street maintenance, vegetation control, storm and sanitary sewer systems, traffic control devices and associated hand tools, power tools and specialty equipment.
4. The ability and knowledge to quickly analyze operating problems and determine the correct response to avoid hazardous situations and property damage.

WATER DISTRIBUTION

1. Comprehensive knowledge of the principles, distribution system components and operating characteristics of high pressure and gravity water systems.
2. The skill and knowledge to understand and work to field surveys, profiles, grade staking, etc., to ensure work is completed to specifications. The knowledge and ability to read and understand blueprints,

maps and other associated and similar materials sufficient to determine the scope of work and ensure compliance with design objectives and standards.

3. The ability and knowledge to quickly assess and analyze operating problems and determine the correct response to minimize service disruptions and avoid property damage.

PUBLIC SERVICES

1. A thorough knowledge of solid waste, recycling and yard waste collection methods including specialized vehicles, containers, principles of collection routing, and the management of customer education and service quality assurance programs.
2. Manages public services processes including right of way vacation requests, encroachment agreements, community events, parades, festivals, etc. Coordinates activities to ensure compliance with approved plans, traffic control, waste services and other required utility services.
3. Manages inventory programs including purchasing, bid processes and database management.
4. Facility and grounds maintenance management.

TOOLS AND EQUIPMENT USED:

Motorized vehicles and equipment, including dump truck, pickup truck, snow plow, backhoe, street sweeper, letter/inductor truck, street roller, forklift truck, compressors, sanders, generators, common hand and power tools, computer and phone.

WORK ENVIRONMENT & PHYSICAL CAPABILITIES:

(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.)

Work is performed both in the field and in a fast-paced office setting with frequent interruptions from customer phone calls, City staff, company representatives and citizens. Work is also performed at construction sites and in the community, outdoors in all kinds of weather conditions and with the usual hazards associated with construction sites. May be exposed to raw sewage, toxic or unpleasant gasses, heights, chemicals and unsanitary or slippery conditions. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. The employee must be able to stand or sit for the majority of the shift; climb or descend stairs; do routine lifting, bending, reaching and stooping.

OTHER

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form while on the job except in designated areas.
2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.
3. Following an offer of employment, and prior to starting work, individuals may have a pre-employment physical examination by a physician designated by the City of Anacortes. The City will pay for the examination. Satisfactory clearance to perform essential job functions may be required for employment.

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.

Are you able to perform the essential functions of this job with or without accommodation?

Yes _____ No _____

If testing is required, will accommodation be necessary?

Yes _____ No _____

Signature _____ **Date** _____