

City of Anacortes
Job Description

JOB TITLE: Public Works Supervisor - Streets, Sewer and Storm

DEPARTMENT: Public Works

DIVISION: Operations

REPORTS TO: Operations Division Manager

PRINCIPAL PURPOSE OF JOB: To contribute to the successful operation, maintenance and constant improvement of a robust infrastructure for the City of Anacortes and its regional water system. This position is specifically responsible for the stewardship of the city's sewer collection system, the street system, and the storm water conveyance system. This position is entrusted with the leadership of a team of 9 personnel to accomplish this mission.

This position is entrusted to champion customer service, technical vitality and fiscal stewardship and responsiveness within the Operations Division of the Public Works Department. Applies intensive and diversified knowledge of Public Works Operations and Maintenance principles and practices in broad areas of assignments and related fields.

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.

WORK ENVIRONMENT: 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 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.

ESSENTIAL JOB FUNCTIONS:

1. Manage and lead a diverse work team toward the accomplishment of common goals in a highly collaborative, yet stressful environment.
2. Develop work schedules and work assignments for routine and weather-dependent tasks, and integrate these with non-routine tasks identified through various sources. Supervise the accomplishment of assigned activities in accordance with plans, schedules, budgets, and policies.
3. Participate in long-range planning and establishing priorities.

4. Prepare required paper work, such as reports, budget projections, time allocations and equipment bid specifications.
5. As necessary, coordinate work activities with other City departments, equipment suppliers, private contractors and citizens. May be called upon to coordinate with other government agencies in emergency situations.
6. Maintain excellent public relations by assuring that public inquiries are answered in a courteous manner and that complaints are responded to promptly and personally.
7. Ensure all work is performed in accordance with all federal, state and local laws, rules and regulations, and is performed within mandated and appropriate safety standards.
8. Ensure that WISHA and OSHA trenching and shoring laws are complied with at all times.
9. Participate in Exposure Control Plan of the City of Anacortes in accordance with WAC 296-62-08001. Observe confidentiality in accordance with WAC 246-100-016.
10. Serve as a member on the Traffic Safety Committee.

Leadership

1. Provide day-to-day supervision of assigned employees.
2. Recommend appropriate training/coaching, prepare evaluation reports and recommend any necessary disciplinary action.
3. Directs, motivates, and appropriately influences others.
4. Serves as a credible role model.
5. Builds a strong sense of teamwork, purpose and group identity.
6. Displays a positive attitude.
7. Sets high standards for the group.
8. Articulates clear goals and expectations.
9. Delegate appropriate levels of authority to others.
10. Deals effectively with people's concerns and problems.

Additional Job Functions

1. May perform portions of the work of higher classified positions occasionally, as assigned.
2. May perform duties of similar complexity in any City department as required or assigned.
3. Provide interdepartmental support as required.

4. Assist in the preparation of divisional budget and prepares periodic special reports.
5. Perform related tasks as required.

QUALIFICATIONS AND CAPABILITIES

Technical Qualifications

1. Must possess a valid Washington State driver's license.
2. Possess or obtain a commercial driver's license (CDL) to operate appropriate vehicles and equipment, tanker license desirable for operation of sewer collection truck.
3. Must be able to obtain State certification to operate weed-spraying equipment.
4. Must be able to obtain a first-aid/CPR card.
5. Must be able to obtain flagger certification.
6. Must have a thorough knowledge of street, storm and sewer systems; equipment; facilities; installation and repair methods; modern utility construction; and safety hazards and procedures, including public safety concerns.
7. Must have a thorough knowledge of WISHA and OSHA trenching and shoring laws.
8. Familiar with applicable laws, codes and permit requirements that govern public works operations and maintenance activities.

Physical Capabilities

1. Physical strength and ability sufficient to perform occasional heavy manual labor for extended periods, sometimes under dirty and uncomfortable conditions and in all kinds of weather. Heavy labor is defined, for example, as operating an 85-pound jackhammer, boosting to height of head 100-pound sand bags, lifting 40-pound bags of glass beads up 3 or 4 feet, and carrying 100-pound bags of concrete short distances.
2. Physical strength and stamina as necessary to occasionally shovel and hand rake up to several tons of 300-degree asphalt in a day, as well as a tolerance for the heat.
3. Ability to work at heights in boom truck.
4. Ability to get in and out of truck and walk around sites for inspections as necessary throughout the day.
5. Ability to monitor radio messages while doing other work throughout the day.

Other Capabilities

1. Requires demonstrated ability to supervise the work of others.
2. Maintain excellent oral and written communications between Department and upper management, other City departments, private contractors and public as required.
3. Must possess excellent customer service skills and the ability to act as an ambassador to the community.
4. Ability to take initiative and apply considerable ingenuity and practical knowledge of the skill field to interpret and resolve new, unusual, or particularly troublesome situations.
5. Flexibility to be available for emergency call-outs during off time.
6. Ability to stay calm and work logically in emergencies and stressful situations.
7. Highly motivated and able to work independently, yet remain a team member.
8. Organized, efficient, creative and capable of multi-tasking.
9. Skilled in analyzing a situation, assessing alternative solutions and recommending an effective course of action.
10. Proficient use of computer programs including Microsoft Office Suite.

Use of Tools and Equipment

Ability to use all tools and equipment necessary to perform work of the Maintenance Worker.

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, both on and off the job.
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 work load.
3. Following an offer of employment and prior to starting work, individuals must have a pre-employment physical examination by a physician designated by the City of Anacortes. The examination will be paid for by the City. Satisfactory clearance to perform essential job functions will be required for employment.

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