

CITY OF DAYTON

POSITION DESCRIPTION

JOB TITLE: Public Works Supervisor

CLASS: Exempt

REPORTS TO: Mayor

STATUS: Full time

FUNCTION: To provide direct supervision of the construction, maintenance and repair of the City's public works. Responsible for efficient, cost-effective direction and use of materials and manpower to assure consistent and uninterrupted delivery of required city services.

ACCOUNTABILITIES:

1. Assign, inspect and supervise the activities of city work crews engaged in construction, maintenance and/or repair in the following areas:
 - a. Streets, curbs, sidewalks
 - b. Drainage systems
 - c. Sewer, wastewater systems
 - d. Public buildings, grounds
 - e. Parks, bridges
 - f. Solid waste disposal
 - g. Water distribution
2. Make purchases of repair and maintenance materials within approved limits.
3. Respond to complaints/emergencies in a timely, effective manner.
4. Maintain time and materials cost records on a project-to-project basis or otherwise as directed by the supervisor.
5. Assist Council Committees in the discharge of their duties as assigned by the supervisor.
6. Attend City Council meetings; make reports and recommendations as needed relative to the activities of the various departments.
7. Supervise city crews according to the terms of the city's contract.
8. Provide input to the City Administrator regarding operating budget and capital needs as required.
9. Insure that all work done meets city specifications or any other standards required under state or federal law or regulation.
10. Adhere to maintenance/manpower plans to insure that all areas under supervision receive attention as required.
11. Provide direct, hands-on assistance to crews when necessary to insure proper completion of the work.
12. Other duties required by the supervisor.
13. Controls public works.

SKILLS REQUIRED: High School diploma or equivalent education. General mechanical skills. Understanding of basic engineering principles and the elements of construction. Supervisory experience. Water Distribution Manager II and Wastewater Treatment Operator II certifications.

PHYSICAL DEMANDS: The physical demands described here are representatives 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 frequently required to walk; use hands to finger, handle, or feel objects, tools, or controls; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to stand, sit, and reach with hands and arms.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 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.