

CITY OF ORTING

JOB DESCRIPTION

Job Title: Public Works Supervisor

Department: Public Works

Reports to: Public Works Director

SUMMARY DESCRIPTION

This is a full-time, Fair Labor Standards Act non-exempt, non-Civil Service maintenance position. A typical work week is Monday to Friday, 7:30 a.m. to 4:00 p.m. with periodic callouts on weekends and evenings based on operational needs and emergencies. This position is part of a bargaining unit represented by the American Federation of State County and Municipal Employees (AFSCME) Local 120.

Under the general supervision of the Public Works Director, the Public Works Supervisor supervises and coordinates and assigns work to the public works operations staff and participates in the routine maintenance and construction of public works improvements for the City. The Public Works Supervisor will assist the Public Works Director in evaluating, planning and directing the needs of the City in public works programs.

REPRESENTATIVE DUTIES

Duties may include, but are not limited to, the following:

1. Schedules, coordinates, assigns and prioritizes work of public works operations staff.
2. Provide supervision of field crews performing Public Works operations
3. Monitors and maintains city facilities including but not limited to buildings, parks, streets, water, sewer and stormwater infrastructure and cemetery.
4. Evaluates the work of all operations staff. Makes recommendations for disciplinary actions to the Public Works Director
5. Schedule equipment needed to support field crew activities
6. Assist the Public Works Director in the annual budgeting process by identifying personnel, equipment, tools and materials necessary for the thorough completion of operations and maintenance responsibilities for the year
7. Trains crews in techniques for accomplishing tasks
8. Responsible for performance coaching and reviews with subordinates
9. Participates in first-line discipline for infractions of safety rules, policies, and work rules, including documented verbal reprimands
10. Resolve citizen complaints, including follow-up investigation and research regarding water, sewer, street, cemetery, and draining related problems
11. Manage and maintain records for materials used in field operations
12. Update and prepare orders for restocking Public Works Inventory
13. Assist in review of construction plans prior to construction
14. Locate city infrastructure prior to construction.
15. Perform fieldwork as a team member, as required to complete tasks.

16. Perform other duties as assigned.
17. Document time, material and work completed

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:

Knowledge of:

- Planning, organizing, directing, and coordinate the work of subordinates
- Establishing and maintaining effective working relations with subordinates, superiors, and other department personnel and the public
- Gauging project progress and make adjustments to meet deadlines or adapt to changing conditions in the field
- Proficient with Microsoft word and excel

Ability to:

- Ability to operate the city water and wastewater systems
- Ability to read and interpret engineering drawings and maps
- Ability to communicate orally and in writing
- Operate all light and heavy equipment used by the City

Education and Experience and Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Experience:

High School diploma or equivalent and seven (7) years of increasingly responsible experience performing field work in a public works setting and two (2) years of supervisory work experience in a public works setting.

License or Certification:

- Valid Washington State driver's license
- Washington State Department of Health Water Distribution Manager II Certification
- Valid Washington State Department of Ecology Wastewater Treatment Plant Operator Group I Certification
- Washington State Asbestos Cement Pipe Work Certification
- Washington State Cross Connection Control Specialist Certification
- Water Treatment Plant Operator (Desired)
- Commercial Driver's License Endorsement (Desired)
- Confined Space Entry Certificate

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed both indoors and outdoors. The Public Works Supervisor may be exposed to many hazards. Among the hazards encountered are dampness, direct sunlight, communicable disease, dust, pollen, epoxy chemicals, machinery or its moving parts, cleaning fluids, chemicals, pesticides, insecticides, paints, cleaning agents or similar solutions, insect stings, liquid chemicals, noisy work area, noxious odors, fumes or chemicals, and smoke. Hazardous areas are routinely encountered, including open pipeline ditches, confined spaces, heights, pressurized water mains, traffic, and specialized equipment. Protective clothing is required for completion of some job requirements, including steel-toed boots, rubber boots, rubber or plastic gloves, safety equipment, safety glasses or goggles, ear protection devices, hard hats, and other specialized protective equipment.

Physical: Sufficient physical ability to lift and carry; thirty (30) pounds often, fifty (50) pounds occasionally and ninety (90) pounds rarely. Bending, stooping, kneeling, and crawling; walking and standing for prolonged periods of time; operating motorized equipment and vehicles. Must have the ability to perform heavy manual labor: shoveling, digging, lifting, pushing, pulling, and dragging. Work in confined spaces.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

REASONABLE ACCOMMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.

The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.