

CITY OF ORTING

JOB DESCRIPTION

Job Title: Public Works Supervisor

Department: Public Works

Reports To: Public Works Director

Effective Date: 11/9/17

Hourly Pay: \$29.14 - \$35.83

Close Date: 12/18/17

This is a full-time, Fair Labor Standards Act non-exempt position. The Public Works Field Supervisor is not a Civil Service employee, and union membership (or lawful membership alternative) is required. The Public Works Supervisor is normally expected to be present between the hours of 7:30 a.m. and 4:00 p.m. Monday through Friday. It is not anticipated that he/she will be required to attend meetings during other than normal work hours; however, the employee may be called back to work before or after regularly scheduled work hours or on scheduled days off.

Major Function and Purpose

The Public Works Supervisor routinely supervises and coordinates a crew 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.

General Function

The Public Works Supervisor reports directly to the Public Works Director. This position is responsible to assist the Public Works Director in scheduling, directing, coordinating, and evaluating any work necessary for the maintenance and construction of the City's public works improvements. Employee in this classification is responsible for the efficient and effective use of equipment, materials and personnel to complete maintenance and construction projects in a timely and cost-effective manner. Work is performed with considerable independence under the general direction of the Public Works Director. The Public Works Director will evaluate work for quality and timeliness of completed projects through reports, observations and results obtained.

The person in this position will have the ability to operate the city water and wastewater systems.

Supervision Responsibilities

Supervision may be exercised over all functions and staff of the Public Works Department. Work involves assigning projects to subordinates, coordinating field activities, ensuring that projects are completed as scheduled, establishing work priorities, and fully participating in all field activities

Job Duties and Responsibilities

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employee occupying this position will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Public Works Director. This job description reflects 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, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned; including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

- Proficient with Microsoft word and excel
- Provide supervision of field crews performing Public Works operations
- Monitors City of Orting water collection and distribution system and schedules maintenance and repairs for the system
- Monitor the work of subordinates. Make recommendations for disciplinary actions to the Public Works Director
- Schedule equipment needed to support field crew activities
- 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
- Trains crew in techniques for accomplishing tasks
- Resolve citizen complaints, including follow-up investigation and research regarding water, sewer, street, cemetery, and draining related problems
- Complete records for materials used in field operations
- Update and prepare orders for restocking Public Works Inventory
- Prepare Washington State Department of Health monthly water report
- May be required to return to the City during off-hours in case of emergency
- Attend staff and other meetings as required
- Assist in review of construction plans prior to construction
- Complete reports and inspections for the Cross Connection Control program
- Locate city infrastructure prior to construction.
- Perform fieldwork as a team member, as required to complete tasks.

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

Knowledge, Skills and Abilities

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Ability to read and interpret engineering drawings and maps
- Plan, organize, direct, coordinate and evaluate the work of subordinates
- Operate all light and heavy equipment used by the City
- Ability to communicate orally and in writing
- Establish and maintain effective working relations with subordinates, superiors, and other department personnel and the public
- Gauge project progress and make adjustments to meet deadlines or adapt to changing conditions in the field

Working Conditions

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 Requirements

The employee performing the duties of Public Works Supervisor must be able to perform the bona fide occupational qualifications of the position with or without accommodation. If accommodation is required, the employee must specify how duties will be performed and what accommodation is required.

A Public Works Supervisor must have the physical ability to perform manual labor such as digging and shoveling. It is required that a Public Works Supervisor be able to bend, climb, kneel, lift up to 50 pounds, pull, push, reach, stand, and/or walk for long periods or under adverse conditions. The

Public Works Supervisor will be required to drive City vehicles, operate heavy equipment, and use hand tools. The Public Works Supervisor must have the overall stamina and ability to perform moderate to strenuous physical activity, including:

- Ability to stand or walk for long periods of time
- Traverse rough terrain
- Work in or over water
- Work at heights or on a scaffolding
- Lift or carry up to 100 pounds.

Job requirements include a need to climb, bend, and work in tight or confined areas. In addition, close vision, color vision, depth perception, and far vision are essential to performance of the position. Corrective lenses may be utilized. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of a danger or hazard.

Recruiting Requirements

- Valid Washington State driver's license
- High school diploma or GED
- Valid Washington State Department of Health Water Distribution Manager II Certification
- Valid Washington State Department of Ecology Wastewater Treatment Plant Operator Group I Certification
- Valid Washington State Asbestos Cement Pipe Work Certification-(Obtain within 1 year of hiring date)
- Washington State Cross Connection Control Specialist Certification (Obtain within 1 year of hiring date)
- Water Treatment Plant Operator--Desired
- Commercial Driver's License Endorsement Desired

Experience and Training

Any combination of experience and training that provides the desired skills, knowledge and abilities.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

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.