

PUBLIC WORKS SUPERVISOR: SEWER/STREET/WATER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

To plan, supervise, assign, lead and review the work of an assigned crew responsible for the maintenance, construction and repair of streets, water distribution, sewer collection, storm water collection and treatment systems, and/or any other related infrastructures; to ensure work quality and adherence to established policies and procedures; and to perform a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management staff.

Exercises functional and technical supervision over maintenance staff.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. To plan, supervise, assign, lead and review the work of an assigned crew responsible for the maintenance, construction, and repair operations of streets, water distribution, sewer collection, storm water collection and treatment systems, and related infrastructures.
2. Establish schedules and methods for providing maintenance and repair services for streets, water distribution, sewer collection, and storm water collection and treatment; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.
4. Assist in the implementation of goals and objectives; implement approved policies and procedures.
5. Provide information on funds needed for equipment, materials and supplies; monitor expenditures and inventory to help maintain material minimums for public works functions.
6. Receive work orders and requests for maintenance services from various City departments and staff; prioritize requests and order needed materials for completing maintenance functions; schedule work crews according to maintenance and repair needs. Requests include but are not limited to traffic and speed counts, pavement index assessment data, sewer and storm video inspection results, and project estimates.
7. Schedule daily work activities including street maintenance, sweeping, paving, traffic markings, sewer construction, sewer cleaning and camera inspection, storm water cleaning and camera inspection, and water quality facilities and distribution system maintenance.
8. Monitor work sites and ensure adherence to safe work practices and procedures; respond to and resolve complex work related or equipment operating problems.

CITY OF FOREST GROVE

Public Works Supervisor: Sewer/Street/Water (Continued)

9. Inspect work in progress and upon completion; detect and correct inefficient utilization of workers and equipment; ensure that work conforms to specifications and is in accordance with City regulations, policies and operating procedures and practices.
10. Participate in the selection of maintenance staff; provide and coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; provide input and assist with performance appraisals.
11. Inspect the work of contractors to ensure compliance with specifications; recommend modifications as appropriate. Assist with preparation of public improvement contract documents and provide equipment input details for RFP's (request for proposals) of new equipment purchases.
12. Prepare reports on maintenance operations and activities; estimate and requisition materials, parts and supplies in accordance with established procedures; maintain files and records.
13. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
14. Coordinate maintenance services with other departments, divisions and external agencies, attend meetings with other departments, agencies and regional committees.
15. Administer and oversee specialized programs in assigned maintenance areas including backflow prevention, FOG (fat, oils, and grease), water quality facility inspection, illicit discharge reporting, sewer overflow reporting, and hazardous materials mitigation.
16. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of public works maintenance programs, including streets, water and sewer systems.
- Modern standards, methods and procedures involved in the maintenance, construction and repair of streets, water, and sewer systems.
- Methods and techniques of conducting on-site work inspections.
- Mandated rules, regulations and standards in assigned areas.
- Occupational hazards and standard safety precautions.
- Principles and practices of general construction.
- Operational characteristics of a variety of maintenance and repair tools and equipment.
- Principles of lead supervision, training and performance evaluation.
- Modern office methods and equipment including computers and supporting word processing and spreadsheet applications.
- Mathematical principles.
- Principles of basic report preparation.
- City and mandated standards and regulations pertaining to maintenance and repair of facilities and infrastructures.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Lead, oversee, supervise and coordinate the work of lower level staff.
- Prioritize maintenance and repair requests and work orders.

CITY OF FOREST GROVE

Public Works Supervisor: Sewer/Street/Water (Continued)

Prepare and maintain clear and concise reports and records.
Review and interpret construction standards, plans and specifications.
Implement a backflow prevention program.
Ensure adherence to established safety rules, regulations and guidelines.
Interpret and apply Federal, State and local policies, laws and regulations.
Respond to requests and inquiries from the general public.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience 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:

Equivalent to completion of the twelfth grade supplemented by specialized training in construction maintenance or a related field.

Experience:

Three years of increasingly responsible experience in public works maintenance or operations, including one year of lead responsibility.

License or Certificate

Possession of an appropriate, valid appropriate driver's license.

As assigned, possession of an appropriate, valid mandated Water Distribution certificate.

As assigned, possession of an appropriate, valid mandated Wastewater Collection certificate.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands 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 these essential job functions.

Environment: Office and field environment; travel from site to site; exposure to inclement weather conditions, noise, dust, and gases, heavy equipment.

Mobility: Incumbent requires sufficient mobility for moderate or heavy lifting; walking, standing or sitting for prolonged periods of time; operating motorized equipment and vehicles.

Vision: Vision sufficient to read printed documents and operate assigned machinery and equipment.