

**CITY OF SALEM**  
**PUBLIC WORKS FIELD SUPERVISOR**

**00626**

**NATURE OF WORK**

This is responsible first level supervisory work in the daily management of the installation, maintenance, and repair of public works facilities, systems, and related operations.

Work involves responsibility for planning, directing, coordinating, and participating in the work of a number of semi-skilled, skilled and/or technical personnel, working as crews or individually engaged in wastewater collection, water distribution systems, drainage, street maintenance and repair, or signs and signaling services. Work is performed with considerable independence and is reviewed through progress reports and results obtained. This is a full supervisory classification.

This classification is distinguished from the Superintendent and Public Works Services Supervisor classifications by absence of overall authority and administration of long term objectives or a division within Public Works and the focus on a section of service(s) and its daily management. This classification is distinguished from the Project Leader classifications by the full supervisory authority over subordinates, budget authority, and less direct involvement in planning long term services.

**ILLUSTRATIVE EXAMPLES OF WORK**

(Any single position of a class will not usually involve all of the essential duties listed and many positions will involve essential duties which are not listed.)

Plans, organizes, schedules, inspects, and participates in the work of subordinates. Resolves operational or condition problems as they occur, determining methods to complete projects within standards and safety considerations. Facilitates the acquisition of materials, tools, and equipment as need arises. Notifies other City Departments and agencies of difficulties found in performing assignments.

Informs citizens of the status of maintenance activities, schedules, and the impact of maintenance projects on neighborhood activities. Responds to citizen inquiries concerning service problems, identifies whether the City is the source of the problem, advises citizens of recourse to resolve the concerns. Provides technical expertise concerning area of assignment as needed.

Determines equipment and material needs and assures their availability by monthly scheduling and planning. Maintains crew and operating records; prepares a variety of reports. Researches maintenance history. Works directly with the public, citizen groups, other agencies or City Departments in providing maintenance services and responding to inquiries. Coordinates work activities with other City Departments and contractors. Work often involves the design and

implementation of special projects assigned which may include volunteers, correctional personnel and other special program employees.

Evaluates work performance; determines training needs; and implements necessary training programs. Approves leave, appraises performance, sets work standards, interviews and hires employees, disciplines employees. Responds to grievances with labor unions. Evaluates new equipment, procedures, and policies as they impact work assignment areas. Communicates changes in programs, procedures or focus with subordinates. Assures safe working conditions including public safety and proper handling of equipment in work areas. Utilizes technical knowledge to solve maintenance, repair, or construction problems.

Anticipates maintenance needs, estimates personnel and supplies required to complete maintenance projects, submits preliminary budget for service section(s) assigned; monitors daily and monthly expenses for section; and approves large purchases of supplies by subordinates. Designs and implements contracts for a variety of services and repairs, monitors contractors for compliance, determines when work is performed to City contract standards.

Performs other related work as required.

### **WORK QUALIFICATIONS**

Experience of a progressively responsible nature in the maintenance, repair or installation of work involving water, sewer, street improvements; completion of high school and completion two year Associate college degree in engineering, business management, maintenance management, and some supervisory training; or any equivalent combination of experience and training which provides the following knowledges, skills, and abilities:

Considerable knowledge of the methods, equipment, materials, tools, and practices used in completing work of program area.

Considerable knowledge of supervisory techniques and ability to effectively utilize that knowledge.

Knowledge of occupational hazards and safety precautions related to work such as OSHA construction, excavation, and confined space rules and regulations.

Knowledge of maintenance management, building maintenance, and construction techniques and standards.

Skill in the use of modern office equipment, including personal computers and related software systems, including word processing, spreadsheets, and data base systems.

Considerable ability to communicate effectively both orally and in writing, including composing preliminary budgets, purchase justifications, contracts for services, and prepare reports.

Considerable ability to estimate time, material, and equipment needed to complete work assignments.

Considerable ability to plan, organize, and supervise the work of subordinates.

Ability to draw, read and interpret plans, specifications, and technical materials.

Ability to establish and maintain effective working relationships with employees and the public.

Possession of a valid Oregon Class C driver's license or the ability to move between field locations on a daily basis efficiently, and attend meetings at other locations. Some positions may require possession of a valid Oregon Class B or Chauffeur's license and the ability to meet City driving standards.

Some positions may require possession of a valid Oregon Pesticide Applicator's License in Right of Way and Ornamental Herbicides, Insecticides and Fungicides; a valid Water Distribution Certification, Cross Connection Certification, Low voltage or maintenance electrical licenses, or other occupational related licenses or certifications mandated by State or Federal agencies.

Work involves both field and office work. Office work involves document review, analysis, work scheduling, preparing purchasing documents, dealing with constantly changing priorities and interruptions, considerable telephone contact, and the ability to compile information from a variety of sources and draw conclusions. Field work involves active physical participation in construction projects, traveling over areas to determine conditions and appropriate methods to meet maintenance or operational needs. Assists citizen groups in public improvement and maintenance projects by providing tools, supplies, and operating equipment as needed, or answering questions related to project schedule, objective, or to resolve complaints.

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Personnel Director