

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Public Works Services Supervisor	CLASS. CODE: 0627
DEPARTMENT:	Public Works	FLSA: E
REPORTS TO:	Superintendent	DATE: 7/1/2002

Job Summary:

Overall responsibility for administering and supervising the maintenance, repair and construction of public works facilities, systems and related operations. Responsible for planning, directing, and coordinating the work of staff engaged in those activities.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Provides general supervision for assigned area and schedules the utilization of personnel and equipment through subordinate maintenance supervisors or lead workers. Maintains adequate staffing levels and responds to fluctuating workloads.
2. Plans, organizes, schedules and inspects the work of subordinates. Evaluates work performance, determines training needs, and implements necessary training programs. Approves leave, appraises performance, sets work standards, interviews, hires and disciplines employees.
3. Prepares and monitors annual budget for functional area. Develops and makes recommendations for necessary changes in utilization of resources. Investigates equipment and material needs, and assures availability of equipment and material when needed. Recommends and justifies capital purchases for budgeting.
4. Obtains work estimates, orients contractors to projects needing completing and project standards, monitors contractors work for compliance with standards, develops bid specifications, coordinates large maintenance projects with other City Departments and/or agencies. Participates in a variety of special projects that affect the Division.
5. Responds to citizen inquiries/complaints, provides information on funding, policies, status of maintenance and public improvements.
6. Analyzes existing condition of elements of infrastructure to determine most appropriate methods of resolving complex maintenance projects of repairs.
7. Assists subordinate maintenance supervisors or directly performs hiring, evaluating, training and disciplining subordinate employees. Oversees and implements training and development activities.
8. Makes periodic checks in the field to solve problems and review progress.
9. Maintains and reviews operation and crew records. Prepares required reports. Ensures maintenance management records are maintained by subordinate staff.
10. Communicates changes in programs, procedures or focus with subordinates. Assures safe working conditions including public safety and proper handling of equipment in work areas.
11. Utilizes technical knowledge to solve maintenance, repair or construction problems. Provides technical expertise concerning area of assignment as needed including reviewing and commenting on plan reviews.

Important Job Functions

1. Attends meetings and various training seminars and conferences as required.
2. Performs other duties as required by supervisor.

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MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree from an accredited college or university in engineering, business management, maintenance management or a related field; and, Seven (7) to ten (10) years of experience in a related field; or, Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Valid Oregon Drivers License

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Methods, tools and practices used in maintenance, repair, and construction of public works facilities, systems and related operations.
- Techniques and equipment used in the work of assigned area.
- Occupational hazards and safety precautions related to work.
- Budgetary procedures and practices.
- Contemporary office practices and procedures and basic office software products.

Ability to:

- Plan, delegate and supervise the work of a large labor force.
- Use personal computers and word processing, data bases, and spreadsheet software.
- Evaluate the utilization of personnel, materials and equipment and recommend revisions as to assignments and procedures.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods.
- Bend, kneel, stoop or climb.
- Lift up to 10 pounds.

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The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.