

CLASS SPECIFICATION
Public Works Supervisor II

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under direction, plans, schedules, assigns and inspects the work of skilled and semi-skilled personnel engaged in the construction, maintenance and repair of the City's public works infrastructure, including streets, curbs, gutters, sidewalks, bridges, roadside transportation sites, water systems, parks, stairways, pedestrian areas, and storm water and wastewater collection systems; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

With direction from a higher-level supervisor or manager, incumbents of this class are responsible for planning, scheduling, supervising and inspecting the work of skilled and semi-skilled personnel engaged in the construction, maintenance, repair and servicing of transportation, water systems, parks, and storm water and wastewater collection systems and facilities. Incumbents are responsible for implementing the unit's goals, objectives and work plans, supervising staff and directing day-to-day activities.

Public Works Supervisor II is distinguished from Parks Maintenance Supervisor in that the former classification is responsible for the construction, maintenance and repair of public works (water, transportation, sewer and parks) infrastructure; and the latter classification is responsible for parks grounds and facilities maintenance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve division mission, goals and performance measures; participates in developing and monitoring performance against the biennial division budget; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions.
3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations;

provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Plans, schedules, supervises and inspects the work of journey-level, skilled and semi-skilled personnel engaged in the construction, maintenance and repair of public works systems and facilities, such as streets, curbs, gutters, sidewalks, traffic control devices, bridges, water systems, parks and storm water and wastewater collection systems.
5. Participates in the development and implementation of short- and long-term plans and specifications for projected projects; works with neighborhood and community associations for specific neighborhood programs and improvements.
6. Inspects transportation and public works facilities for needed maintenance and repairs.
7. Estimates labor, material and equipment requirements for assigned work and projects; requisitions parts, tools, equipment and material for assigned work and projects.
8. Coordinates the work of the unit with other staff, divisions, bureaus and agencies.
9. Responds to citizen complaints or inquiries by phone, in person, and by written correspondence or e-mail.
10. Ensures compliance of the unit's activities to pertinent codes, regulations and guidelines.
11. Inspects the work of City personnel and contractors to ensure compliance with City policies, guidelines, specifications, standards and contract provisions.
12. Provides technical assistance to staff.
13. Participates in the development of safety policies, procedures and training programs.
14. Responsible for carrying out the City's safety program for the division; ensures assigned personnel follow safety practices in work methods and procedures; educates assigned personnel on rules, regulations, codes, safe work habits and potential hazards presented by their work environment; takes action to implement any necessary changes/corrections/training as recommended by Division Safety Committee; conducts safety tailgate meetings; completes accident reports, incident reports, 801s, and investigates risk claims.
15. Maintains and updates written manuals and instructions; updates and maintains records of Division programs; provides work reports to managers on work accomplished and field needs.
16. Reviews and recommends changes to engineering and technical drawings and specifications.
17. Prepares work unit for emergency response activities and supervises assigned unit during emergencies.
18. Conducts investigative meetings that may result in disciplinary action; counsels employees.

OTHER DUTIES

1. May be assigned to swing and graveyard shifts to serve on-call duty on a rotating basis.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices, techniques and equipment involved in the construction, maintenance, repair and operation of municipal public works facilities.
2. Federal, state and local laws, regulations and codes applicable to assigned areas of responsibility.
3. Principles and practices of budgeting, purchasing and maintenance of public records.
4. Research methods and analysis techniques.
5. Principles and practices of effective human resource management and supervision.
6. City personnel policies and labor contract provisions.
7. Principles and practices of sound business communications.
8. Safe work practices, OSHA regulations, and safety equipment related to the work.
9. Operation and maintenance of construction equipment.
10. Equipment management related to work assigned.
11. Computer software applications related to the work.
12. Supervisory principles and techniques.
13. Public Works Emergency Plan and Incident Command System.

Ability to:

1. Plan, prioritize, organize, supervise, assign, inspect and evaluate the work of others.
2. Supervise and direct a large public works facility.
3. Select, motivate and evaluate staff and provide for their training and development.
4. Analyze complex operational problems, evaluate alternatives and recommend or adopt effective courses of action.
5. Develop and implement work standards.
6. Prepare clear and concise records, reports, correspondence and other written materials.
7. Exercise independent judgment and initiative within established guidelines.
8. Establish and maintain effective working relationships with those encountered in the course of the work.

9. Write reports, read and interpret work orders and accompanying blueprints, diagrams and sketches.
10. Read and interpret technical information such as plans, specifications, survey stakes, ¼ section maps.
11. Use the computer to prepare reports, issue and track work orders, monitor the budget, purchase supplies, and prepare comparative information.
12. Estimate personnel, material and equipment types and quantities needed and analyze data to make cost estimates.
13. Communicate effectively orally and in writing within a diverse, team-oriented work environment.
14. Establish and maintain effective working relationships with subordinates, public and private officials and the public.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school, or G.E.D. equivalent; and five years of journey-level experience in the construction and maintenance of public works facilities common to a large municipality; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

Some positions may require the employee to obtain a Water Distribution Level II, issued by the Oregon Health Division, Drinking Water Program within 6 months of appointment and Level III within 18 months of appointment.

Ability to obtain other endorsements, licenses and/or certificates may be required for specific positions.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0996 PROGRAM COORDINATOR. Adopted: 07-01-92

0968 PROGRAM MANAGER I. Adopted: 07-01-92

1950 PUBLIC WORKS SUPERVISOR. Adopted: 07-01-92

1134 SENIOR FACILITIES & MAINTENANCE SUPERVISOR. Adopted: 07-01-92

Revised: 06-05-03 Added Water Distribution Levels and other certificates which may be required for some positions.

Revised: 09-15-05 Added parks, water systems to list of areas of responsibility and equipment management.

June 2009 - Change Job Class number from 7553 to 30000630, due to system change.