

**CLASS SPECIFICATION**

**SUPERVISOR I**

**PAY GRADE: 57**

**CLASS CODE: 30003103 (Exempt) 30003275 (Non-Exempt)**

**EFFECTIVE: December 13, 2018**

**CLASSIFICATION SUMMARY**

Reports to a Supervisor II, Manager, or other management- or executive-level position. Under general direction, responsible for the operations of an organizational unit with a small area of focus, ensuring various activities related to specific programs and functions are performed by subordinate staff.

Responsibilities include: supervising the workload of the unit; assigning work to subordinate staff; overseeing staff activities to ensure achievement of unit goals and objectives; coordinating and supervising unit programs and functions. Some positions in this classification will also carry out the duties performed by their subordinates.

**DISTINGUISHING CHARACTERISTICS**

Supervisor I is the first of two classifications in the Supervisor series.

Supervisor I is distinguished from Supervisor II in that the former is a supervisor over an organizational unit with a small area of focus, often leads or participates in the work performed by subordinate staff, and has less responsibility for ensuring program, project, or task implementation and the latter has responsibility for the operations for a varied or technical organizational unit.

**ESSENTIAL FUNCTIONS**

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Recruit, hire, schedule, assign work to, and supervise staff, including volunteers and casual/seasonal employees.
2. Assist with the oversight related to performance requirements and personal development targets for staff; provide instruction for performance improvement and development; evaluate performance and complete annual performance reviews; recommend discipline as necessary.
3. Lead, supervise, and provide assistance to organizational unit; create a positive and supportive work environment; enforce workplace safety; promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.
4. Create standard practices, policies, and procedures for day-to-day operations of the unit, programs, projects, or tasks; establish goals and direction and communicate expectations to staff.
5. Assist in the planning, development, implementation, and administration of unit and Bureau/Office programs and projects.
6. Develop and monitor unit performance and identify opportunities for improvement; oversee development of new tasks and responsibilities for programs and projects.

7. Ensure that critical unit functions are completed, and tasks and duties assigned to staff are achieved within schedule and budget, or progressing as scheduled.
8. Communicate the status of programs, projects, and tasks with Bureau/Office management and other related units, and make recommendations and adjustments as necessary.
9. Assist in the development and administration of the unit's budget, including cost analysis of programs, projects, and staff.
10. Update and maintain various unit databases and reports and use data to guide and inform decision making processes.

Specific Duties:

In addition to the General Duties, the incumbent may perform a combination of some or all of the following duties specific to the position.

1. Implement and supervise water, environmental, and sustainability programs and functions; develop and monitor performance indicators that reflect program efficiency.
2. Supervise the operations, maintenance, and support of the water supply, treatment, and distribution systems and infrastructure; supervise staff responsible for the design, construction, and maintenance of existing or new water system infrastructure and capital improvement projects.
3. Supervise the maintenance and operation of industrial electrical instruments and systems, equipment, and devices; ensure quality and efficiency of equipment and electrical distribution, instrumentation, and security systems; evaluate system performance.
4. Supervise and manage inventory of parts and supplies; requisition required equipment and material; develop specifications for purchases.
5. Implement and supervise inspection activities and programs, including code compliance and permitting; may perform inspection tasks and duties.
6. Plan, organize, and supervise activities related to vehicle and equipment maintenance and repair operations; monitor vehicle and equipment management systems; perform vehicle and equipment assessments; maintain preventative and repair schedules; inspect and review repairs; identify vehicle and equipment replacement and disposal needs.
7. Supervise the staff of various transportation programs such as parking enforcement and streetcar operations; address customer service complaints and concerns.
8. Oversee and supervise the staff of various support programs, such as emergency management, warehouse and store inventory, customer service, taxation, printing and distribution, safety programs, and fleet management.
9. Supervise various law enforcement programs, systems, or functions within the Portland Police Bureau.
10. Supervise a recreational program or facility; develop and oversee specialized recreation programs for target demographics; maximize safety and reliability of facilities.

**SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under general direction by a Supervisor II, Manager, or other management- or executive-level position.

Directly supervises a minimum of four (4) employees.

**KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Knowledge of principles and practices of leadership, current business communication, public administration, program evaluation, and fields related to the mission and purpose of the organizational unit and Bureau/Office.

2. Knowledge of principles and standards of employee supervision, including training, scheduling, and performance evaluation.
3. Knowledge of relevant statutes, regulations, policies, and procedures that pertain to the unit, along with the ability to interpret and apply them.
4. Knowledge of fundamentals and methods of planning, organizing, and allocating work to subordinate staff.
5. Ability to supervise and direct a diverse staff of non-technical and technical personnel.
6. Ability to establish and maintain effective working relationships with management, staff, and others encountered in the course of work.
7. Ability to communicate effectively, both verbally and in writing; present information, reports, and recommendations clearly and persuasively.
8. Ability to supervise a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
9. Ability to utilize City-specific technology and general office software.
10. Ability to make decisions within established policies and procedures that influence the daily operations of the unit and work of subordinate staff.

### **SPECIAL ASSIGNMENT PAY**

Positions in the Parks & Recreation Bureau that meet one or more of the following criteria are eligible for a 5% premium pay:

1. Supervise a regional, full- community center that includes a fitness center; or,
2. Supervise a team of staff that are located at multiple worksites; or,
3. Supervise a program that is more than 40% dependent on sponsorship; or,
4. Supervise a program that is responsible for division-wide implementation.

### **MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** High school diploma or GED;

AND

**Experience:** Two (2) years of progressively responsible experience in a public agency, customer service role, or field related to organizational unit or Bureau/Office, including experience leading or supervising the work of other employees.

### **Special Requirements and/or Qualifications:**

Specific licensure or certification in the appropriate field may be required for certain positions.

A valid state driver's license may be required for certain positions.

### **Preferred Qualifications:**

Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or a field related to the organizational unit, or professional certification in a field related to the unit.

Experience working for a public agency.

Two (2) years of experience performing work similar to that of subordinate staff.

Bargaining Unit: Non-represented

FLSA Status: Exempt (default), Non-Exempt (granted with BHR approval)

HISTORY

Revision Dates:

05/2020 – Added Special Assignment Pay language