

City of Berlin

Public Works Supervisor

Title Public Works Supervisor

Department(s) Public Works

Reports to Public Works Director

Job Summary

The purpose of this position is to plan and directly oversee all of the activities of the Public Works Highway Division, Solid Waste Division, Sanitary and Storm Drain Collection Systems, Parks Maintenance and the Garage. The position is subject to call-out to respond to emergencies after normal working hours. May be required to work evening and/or weekend hours.

Summary of Essential Job Functions

- Performs a variety of supervisory, administrative, and technical duties in the planning, construction, operation, and repair/maintenance of the various divisions of Public Works
- Plans, schedules, and implements construction and maintenance operations in the various divisions in an efficient manner and to high standards
- Supervise and control the use of materials, supplies, and equipment used in maintenance, construction, and repair of division facilities
- Supervise the requisition of supplies for the department
- Maintain a variety of records relating to personnel, equipment, material, and supplies
- Supervise the maintenance of inventory of parts and materials and procurement of parts, tools, and supplies
- Provide operations and maintenance guideless for department services
- Recommend projects for inclusions in city's Annual Work Program
- Monitor and report on progress of Work Program projects
- Participates in an on-call schedule for round-the-clock service coverage for the Public Works Department
- Analyze annual operating costs; make recommendations for department budget.
- Provide recommendations regarding heavy equipment purchases.
- Recommend special projects and budget needed to support.
- Monitors daily budget, including oversight of overtime and materials.
- Notify Public Works Director when budget are being exceeded.
- Insure buying practices meet City of Berlin purchasing policies.
- Prepare annual performance evaluations of persons supervised as necessary.
- Maintains and promotes safe work practices.
- Conducts work related safety incident investigations and ensure submission of First Report of Injury.
- Recommend and/or carry out discipline.
- Approves vacation and leave schedules.
- Determine training needs of workforce and develop and implement annual training plan.
- Provide information, both oral and written, as requested by Public Works Director.
- Participate in labor negotiations if requested.

- Maintain liaison with other governmental agencies affecting operations
- Serve on various employee or other committees as assigned.
- Performs related work and work of a lesser skill or responsibility level as required.

Minimum Requirements

Completion of a high school education or equivalent required. Valid state driver's license, Commercial Driver's License Class B is required. Seven years of progressively responsible experience in construction and the operation and maintenance of sewer, street, or storm drainage systems and the maintenance of equipment. Any combination of education, experience and training that would provide the required knowledge and abilities to perform the essential functions of the position.

Abilities Required

- Considerable knowledge of relevant construction methods
- Ability to plan, supervise, and coordinate work
- Strong supervisory skills
- Ability to establish and maintain effective communications with other city officials, employees, the general public, consultants and contractors
- Ability to keep records so that there is clear documentation of work accomplished and a clear record of all changes to public works systems
- Ability to read and interpret construction plans and blueprints
- Ability to effectively communicate complex and detailed information both orally and in writing. General knowledge of personal computer hardware and software including familiarity with the use of various software applications including word-processing, electronic spreadsheets, and databases
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to write reports and procedure manuals. Ability to effectively present information and respond to questions from groups of managers and the general public

Physical Requirements

While most of the work is supervisory and administrative in nature, the position may require significant physical labor in disagreeable elements both indoors and outdoors as work requires. Substantial physical dexterity, strength, stamina, and the use of all limbs and most fingers is required for climbing ladders, reaching, balancing, kneeling, lifting and using hand held tools. This includes the ability to lift items weighing up to 75 pounds. While performing the duties of this job the employee is regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee frequently is required to stand and talk or hear. The

employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch or crawl, and smell.

LIFT up to 10 lbs.	Frequently
LIFT 11 to 25 lbs.	Frequently
LIFT 26 to 50 lbs.	Occasionally
LIFT over 50 lbs.	Occasionally

CARRY up to 10 lbs	Frequently
CARRY 11 to 25 lbs.	Frequently
CARRY 26 to 50 lbs.	Occasionally
CARRY over 50 lbs.	Occasionally

PUSH/PULL: Frequently

HAND MANIPULATION:

Grasping:	Frequently
Handling:	Frequently
Torqueing:	Occasionally

OTHER CONSIDERATIONS:

Twisting:	Occasionally
Bending:	Frequently
Crawling:	Rarely
Squatting:	Rarely
Kneeling:	Rarely
Crouching:	Rarely
Climbing:	Occasionally
Balancing:	Not required

DURING AN 8 HOUR DAY, EMPLOYEE MAY BE REQUIRED TO:

Consecutive Hours

Sit:	1 to 4 hrs.
Stand:	1 to 4 hrs.
Walk:	1 to 4 hrs.

Total Hours

Sit:	7 hrs.
Stand:	7 hrs
Walk:	7 hrs

WORK SURFACE(S): Rough, wet, slippery terrain. Concrete floor, dirt surfaces. Vehicle and equipment cabs.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Additional Information

HR use only	
Job code	
Generic title	Public Works Supervisor
Pay grade	\$23.61
Management? (Yes/No)	Yes
E/NE status	
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