

**CITY OF ST. MARYS, GEORGIA
CLASS SPECIFICATION**

CLASS TITLE: PUBLIC WORKS SUPERVISOR
DEPARTMENT: PUBLIC WORKS
REPORTS TO: PUBLIC WORKS DIRECTOR

CLASS CODE: 1060
FLSA STATUS:
DATE: 06/13

JOB SUMMARY:

Supervises staff and performs a variety of public works functions, including: coordinating and assigning work to crews; managing equipment maintenance activities; scheduling repairs; and ordering and maintaining equipment and supplies.

As a municipal organization, the City of St. Marys is an emergency provider of services. Some emergency situations, including weather related emergencies, may necessitate City of St. Marys employees to assist in areas of work which may not be directly related to the employees specific job function, but which will be within the physical capabilities, training, and skills of the employee.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Carries out supervisory/managerial responsibility in accordance with policies, procedures and applicable laws including: interviewing, training staff; planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; approving leave; addressing complaints and resolving problems.

Oversees public works operations, including: repairing and maintaining sewer and water lines, lift stations and/or mains; repairing and maintaining streets, sidewalks and curbs; inspecting utilities; inspecting contractor work; transporting equipment to work sites; and locating utilities.

Operates a variety of heavy and light equipment used in road, sanitation, ground, street and utility maintenance and repair.

Performs generalized maintenance and safety checks on equipment including: refueling, greasing, and checking oil, water, and/or other equipment and vehicle components.

Prepares and submits inventories of materials and supplies utilized and/or transported; procures parts.

Responds to questions/complaints from the public; coordinates functions with other City departments.

Assists in preparing the budget and monitors expenditures.

Maintains files and records pertaining to equipment utilized, maintenance, accidents, and other related issues; maintains inventory information.

Operates various hand and power tools in the performance of routine construction and maintenance duties.

Monitors and reviews informational updates on the operation and maintenance of road construction equipment utilized in the performance of the essential functions of the job.

Performs traffic monitoring and control including the distribution of barricades, warning signs, and safety cones and the flagging of vehicles.

Assists other staff members in completing functions.

Reports administrative and/or operational problems to supervisor.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Dump Truck		Front End Loader	Backhoe	Bulldozer
Trackhoe	Tractor	Mower	Chainsaw	Hand Tools
Trencher	Pumps	Motor Grader	Sewer Vacuum Truck	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and,

Two to three years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Class "A" Commercial Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Supervision of staff and activities.

All applicable provisions of the state vehicle code relative to the operation of construction equipment and safe driving practices.

Heavy road maintenance and construction equipment including the operation, servicing, and minor repair.

Procedures, methods, practices, and tools of road construction, repair, and maintenance.

Recordkeeping, report preparation, filing methods and records management techniques.

Safe practices and procedures for performing essential functions of the job.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to deal with problems involving several concrete variables in standardized situations.

Ability to follow oral and written instructions.

Ability to write routine reports and correspondence.

While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects; ascend and descend stairs, ladders, ramps, etc.; climb on and off equipment; maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or erratically moving surfaces; move about on hands

and knees; bend body downward and forward, requiring full use of the lower extremities and back muscles; reach with hands and arms; speak and hear; use color, texture, shape, sound and odor perception; and push, pull and/or lift 25 to 50 pounds frequently and up to 100 pounds occasionally.

Working Conditions:

Work is performed in an office and in the field exposing the employee to various outside atmospheric conditions; conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; possible bodily injury from moving mechanical parts of equipment, tools, or machinery, and/or toxic or caustic chemicals.

The incumbent's working conditions are typically very loud.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.