



The City of Morrow

Public Works Department

Position Title: Public Works Supervisor

FLSA: Exempt

Supervisor: Public Works Director

Revised: October 2022

Full Job Description:

Position Title: Public Works Supervisor

FLSA:

Exempt

Supervisor:

Public Works Director

Nature of Work:

This is a working supervisor's position that is highly responsible for directing and overseeing the operations of the Public Works Department, also performs non-supervisory work that is usually of the same kind and levels as is done by the group led. Supervisor duties typically consist of the following: distributes and balances workload among employees in accordance with established workflow and job specialization; assures timely completion of work; instructs employees in specific tasks or explains work methods to be employed and indicated applicable reference material and guidelines; checks work progress and reviews completed work to see that instructions have been carried out; answers questions and resolves problems that arise in the work; provides on-the-job training to new employees; reports to the Public Works Director on disciplinary problems, performance and training needs of employees; resolves simple, informal complaints of employees and refers others to the Director. Operations include, but are not necessarily limited to, stormwater drainage; parks and landscape maintenance;

roads, sidewalks, and grounds maintenance; and emergency management. Work is performed under the general direction of the Public Works Director.

Essential Job Functions:

1. Supervises and assigns workers to projects such as roads, parks, and/or landscape maintenance, and any other aspect of Public Works.
2. Inspects work areas to determine the type of work required and materials and equipment to be used.
3. Establishes or adjusts work procedures to meet schedules and ensure safe working conditions.
4. Ensures that all tools and equipment are in proper operating condition and orders repairs when necessary; trains workers in equipment operation and safety procedures. Executes emergency work procedures as necessary in accordance with department guidelines.
5. Performs regular inspection of projects and workers to ensure that projects are completed properly and within budget limitations.
6. Analyzes and resolves work-related problems; assists workers in solving work problems and documents personal injuries to employees.
7. Orders supplies as necessary in accordance with department procedures.
8. Performs manual labor as needed.
9. Is on call for emergencies; supervises and conducts street clean up efforts after accidents, storms or other emergencies
10. Conducts regular inspections of the City's streets, parks, and right-of-ways to plan and schedule needed repairs and/or maintenance

The essential functions or duties listed above are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Qualifications:

1. High School Diploma or GED minimum.
2. A minimum of five (5) years' experience in public works related activities, preferably with a governmental agency. However, experience in management of maintenance related work is acceptable if comparable with public sector requirements.
3. Excellent time management, planning, organizational, and data processing skills.
4. Knowledge of laws and administrative policies governing municipal practices and procedures.
5. Mathematical abilities to calculate volumes, dimensions, etc. in preparing and reviewing project specifications.
6. Ability to prepare informative reports and prepare cost estimates.
7. Good written and oral communications skills. Ability to take concise and accurate notes of meetings.
8. Ability to evaluate and recommend operational modifications.
9. Good interpersonal skills. Ability to seek solutions to issues that require tact, diplomacy and compromise on behalf of the City.
10. Ability to establish harmonious working relationships with citizens, other employees, and elected officials.
11. Ability to lift and carry 50 pounds.
12. Initiative, integrity and good professional judgment.
13. Possess a valid Georgia Driver's License.

Knowledge: Knowledge of repair and maintenance principles, practices and techniques pertaining to roads, water and sewer and grounds maintenance and landscaping; knowledge of gravity-fed drainage systems; working knowledge of department safety practices and techniques.

Abilities: Ability to manage multiple tasks in a detailed and accurate manner; ability to read and interpret construction plans, diagrams and blue prints; ability to establish effective working relationships with co-workers.

Skill: Proficient oral communication skills; demonstrated skill in all phases of grounds maintenance techniques and practices.

Physical Requirements:

Physical Skills: Work requires some agility and physical strength, such as moving in or about sites or over rough terrain, or standing or walking most of the work period. Work assignments require lifting of heavy objects and carrying them. There may be a need for the employee to stretch and reach to retrieve materials. The work may require extended physical effort over a significant portion of the workday and under adverse weather conditions.

WORK ENVIRONMENT:

This position typically will be exposed to adverse environmental conditions such as dirt, dust, pollen, odors, fumes, noise, vibrations, uneven surfaces, hot, cold, wet and inclement weather, and other situations common to construction areas.

By signing this job description, I am formally acknowledging and accepting the job's requirements and expectations as described.

Employee Name: (Printed)

Date:

Employee Signature: