

STATE OF GEORGIA
COUNTY OF CLAYTON
ORDINANCE 2021-01

AN ORDINANCE ENTITLED AN ORDINANCE TO PRESCRIBE THE FUNCTIONS AND DUTIES OF THE PUBLIC WORKS SUPERVISOR AS REQUIRED BY ARTICLE III ADMINISTRATIVE AFFAIRS; SECTION 3.10 ADMINSTRATIVE AND SERVICE DEPARTMENTS; AND FOR OTHER PURPOSES.

BE IT ORDAINED AND ENACTED BY THE MAYOR AND COUNCIL OF THE CITY OF MORROW, GEORGIA, AND BY THE AUTHORITY OF THE SAME, IT IS HEREBY ORDAINED THAT THE FOLLOWING AMENDMENTS SHALL BE MADE TO THE JOB DESCRIPTION AND PAY CLASSIFICATION DESIGNATION FOR THE PUBLIC WORKS SUPERVISOR:

SECTION 1:

1. Status/Grade: remove "non-exempt" and change Pay Classification to mirror the pay scale "38".
2. Under Major/Essential Duties: to add -

"Bullet point: Oversees and directs the storage of materials related to city events and marketing to ensure their care and therefore, preserving and improving the shelf-life."
3. Under Knowledge/Skills Required by the Position: to add - "5. Basic computer skills."
4. Under Supervisory Controls: to add -
"This position must oversee the daily functions of the Public Works staff and community service workers. If corrective action is necessary, this position will confer with the Public Works Director, before any action is taken."
5. Under Preferred Qualifications: to add -
"Preferred candidate to have a minimum of two (2) years experience as a Public Works Lead Worker or Supervisor."

SECTION 2:

All ordinances or parts of ordinances in conflict with the provisions of this ordinance are, to the extent of such conflict, hereby repealed.

SECTION 3:

This ordinance is hereby enacted and shall be of full force and effect from this the 12th day of January 2021.

SO ORDAINED this 26th day of January, 2021.

THE CITY OF MORROW, GEORGIA

BY: 
John J. Lampl II, Mayor

Attest:


Stephanie Tigner, City Clerk

(Seal)



**City of Morrow
Job Description**

JOB TITLE: *Public Works Supervisor*

DEPARTMENT: *Public Works*

Pay Classification: *38*

JOB SUMMARY: *This position is located in the Public Works Department of the City of Morrow. Under direction of the Public Works Director and/or Deputy Public Works Director, the purpose of this position is to supervise daily activities for the public work department.*

MAJOR/ESSENTIAL DUTIES:

- *Supervises and trains subordinates.*
- *Ensures the safe and productive use of equipment.*
- *Directs subordinates in the use, care, and maintenance of tools and equipment.*
- *Interprets job assignments to staff under charge and assigns duties to crews of varying sizes and skills.*
- *Establishes and adjusts work procedures to meet schedules.*
- *Requisitions materials and supplies for projects and coordinates the efficient use of workers, resources and equipment.*
- *Monitors productivity and work flow of crews under charge; ensures adherence to established deadlines and maintenance and repair schedules.*
- *Oversees and directs the storage of materials related to city events and marketing to ensure their care and therefore, preserving and improving the shelf-life.*
- *Performs related duties as directed*

KNOWLEDGE/SKILLS REQUIRED BY THE POSITION:

1. *Effectively supervise staff*
2. *Understand, follow and provide effective written and oral instructions*
3. *Ability to read, write and perform basic arithmetic*
4. *Ability to complete and perform appropriate follow through on paperwork in a timely manner*
5. *A minimum of basic computer skills in word and excel.*
6. *Skill and ability to operate basic manual and electric hand tools*
7. *Skill and ability to operate vehicles and light equipment, e.g. forklift, tractor, mowers, and trucks, and the like.*
8. *Ability to establish and maintain an effective cooperative working relationship with management, employees, and the general public.*

SUPERVISORY CONTROLS: *This position is under the supervision of the Public Works Director and/or the Deputy Public Works Directors for assignments and guidelines regarding work. This position must oversee the daily functions of the public works staff and community service workers. If corrective action is necessary, this position will confer with the Public Works Director before any action is taken.*

GUIDELINES: *This position uses the City of Morrow, Personnel Rules & Regulations, Safety & Loss Prevention Control Program, and standard general maintenance guidelines for safe and*

effective use of individual equipment, Federal and State laws, and general construction guidelines as references.

COMPLEXITY: *The use of independent judgment in the completion of assigned tasks is required with this position. This position must exercise sound judgment quickly in performing duties. They must be able to distinguish between different levels of severity and act accordingly. Duties will range from routine to complex in nature.*

SCOPE AND EFFECT: *Requires the ability to compare and/or judge the readily observable, functional, financial, structural, or compositional characteristics of data, people, or things.*

PERSONAL CONTACTS: *Contacts will typically be City employees, co-workers, appropriate trustees, or citizens.*

PURPOSE OF CONTACTS: *Contacts will typically be for the purpose of receiving or giving information to complete assigned projects.*

PHYSICAL DEMANDS: *Work involves occasional lifting of heavy objects (51-100 lbs); frequently lifting, carrying, and pushing of moderately heavy items (20-50 lbs); bending, crouching, standing, balancing, crawling, climbing, working from tall ladders, and operating tools and equipment which require a high degree of dexterity. Requires ability to perceive and discriminate colors, shades of colors, sounds, odors, depth, texture, and visual cues or signals. Tasks require the ability to communicate orally and in writing.*

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, parks and other maintenance facility or City buildings.*

SUPERVISORY RESPONSIBILITIES: *This position will typically have supervisory responsibility in multiple projects over other Public Works employees and trustees, assigned to assist in the projects. In these projects, this position is responsible for the safety of the team, as well as the quality and timeline of the project details.*

MINIMUM QUALIFICATIONS:

- *High School diploma or equivalent*
- *Five (5) years progressively responsible experience with tools and equipment*
- *Valid Georgia drivers license*
- *Acceptable Motor Vehicle Report (3 years)*

PREFERRED UALIFICATIONS:

Preferred candidate to have a minimum of two (2) year Public Work Lead and/or Supervisory experience.

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