

## **PUBLIC WORKS SERVICES SUPERVISOR**

### **CODES/PAY RANGE**

Class Code: 2314

EEO Code: E

Pay Range: 216

### **MAJOR FUNCTION**

Highly responsible work planning, organizing, and supervising countywide services in Public Works.

### **ILLUSTRATIVE DUTIES**

(Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Estimate project costs. Schedule projects. Identify and allocate staff and resources for projects and operations. Ensure compliance with operational and/or construction permits.

Review operational procedures to devise alternative methods to reduce costs and/or improve efficiency. Collects information for, and prepare long-range schedules. Prepare masterwork schedule for fiscal year.

Assists in preparing annual budget. Coordinates with Purchasing in preparation of specifications for purchase or rental of equipment.

Supervise construction of projects. Perform field inspections of projects, as necessary.

May inspect equipment for safety and maintenance defects. Coordinates and schedules equipment repair.

Counsels and trains subordinates in schedule utilization, work and safety methods.

When supervising road projects, insures adequate right-of-way. May coordinate the relocation of utilities.

May serve as a member of the County Auction team

May direct staffing needs for field operation center and attend emergency management coordination meetings.

Performs related work as required.

**KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of the methods, practices, procedures, equipment and materials applicable to the required construction, maintenance, and repair.

Knowledge of project management. Knowledge of budgetary and purchasing procedures.

Ability to read blueprints or other technical documents.

Ability to plan and supervise the work of field supervisors, equipment operators, skilled and unskilled laborers in public works construction and maintenance and operations activities.

Ability to deal tactfully and effectively with the public, employees, and other County personnel.

Ability to write memos, reports, and summaries.

**MINIMUM QUALIFICATIONS**

Bachelor's Degree in Business Administration, Public Administration, Civil Engineering, Industrial Engineering, or closely related field and (3) years progressively responsible experience in project management, work flow analysis, or similar work; or graduation from high school; or possession of a GED and seven (7) years increasingly responsible experience in construction and maintenance, five (5) years of which should have been at the level of a supervisor.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

**ADA REQUIREMENTS**

Mental Demands: Ability to read and comprehend technical journals, mechanical drawings and layout, manuals and legal documents. Ability to perform shop math. Ability to analyze data and formulate a conclusion. Ability to speak clearly and concisely, relaying information to workers and laymen. Ability to identify and resolve problems.

Physical Demands: Sedentary to light work. Ability to see, talk, reach, hear. Ability to traverse uneven terrain. Limited requirements to lift, carry, reach, handle, feel, push, pull, and twist.

Environmental Demands: Both inside and outside work. Ability to tolerate inclement weather, including rain, humidity, heat and cold. May be exposed to chemicals, insects, toxic plants, odors, dust, fumes, noise, vibration, and poor ventilation.