

PUBLIC SERVICES FIELD OPERATIONS SUPERVISOR

General Statement of Duties

Performs difficult technical and supervisory work in the day-to-day field operations of the department including distribution and collection systems, equipment services, streets, building and grounds maintenance, and storm water management.

Distinguishing Features of the Class

The employee in this class organizes, prioritizes and supervises the day-to-day operations of employees engaged in a wide variety of municipal operations. Work includes inspecting projects, determining and ordering supplies needed by work crews, training employees in a wide variety of subject areas such as safety and work methods, participation in personnel actions, handling citizen complaints, supervision of construction of water and sewer lines, street maintenance, drainage maintenance and related tasks. Work also includes assisting with inspecting work-in-progress of employees and contractors and approval of project completion. The employee is subject to standby and call back work and to working in inside and outside environments in extreme weather and in heavy traffic in streets, and is subject to noise, vibrations, proximity to construction equipment, exposure to poor ventilation, and related hazards. The employee is subject to OSHA's final standards on blood borne pathogens. The employee performs work under general supervision and is evaluated by review of reports, conferences, performance evaluations, and feedback from staff, the community, and officials. This position has been deemed Safety Sensitive

Duties and Responsibilities

Essential Duties and Tasks

Prioritizes and supervises the operations of a wide variety of municipal operations including in the construction, maintenance and repair of water and sewer lines, lift stations, residential sewer pumps, equipment repair, storm water systems, streets, sidewalks, buildings and grounds; assigns employees to crews and crews to tasks; makes site inspections prior to work tasks to identify supplies and equipment needs; inspects work of crews in progress and upon completion; ensures coordination with other city departments; participates in various work tasks as needed.

Trouble-shoots electrical problems in control panels at lift stations, pumps, and other equipment; oversees inspection, maintenance and repair of lift stations; trains and mentors other staff in learning trouble-shooting and repair work.

Leads and participates in water and sewer taps; repair of lines and mains.

Operates a variety of construction equipment.

Coordinates equipment and vehicle maintenance with fleet maintenance staff; participates in preparation of bid specifications and getting prices for equipment.

Assists with budget development; purchases materials and supplies to accomplish the work.

Participates in hiring and helps ensure proper training, team building, safety, performance coaching, and performance evaluation.

Engages in considerable personal contact with citizens concerning service requests and complaints; investigates and decides or recommends actions.

Assists with monitoring a variety of contracted work.

Prepares and maintains records of work activities.

Additional Job Duties

Performs other duties as assigned

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of the principles and practices of public works and utilities construction and maintenance methods, materials, and practices.

Knowledge of town policies, state and federal laws, and rules and regulations in services and operations supervised.

Considerable knowledge of materials and equipment used in the construction and maintenance of streets, storm water systems, and distribution and collection systems, and landscape and building maintenance.

Some knowledge of governmental budgeting, purchasing and personnel laws, regulations, and practices.

Knowledge of the application of information technology to assigned work.

Knowledge of effective supervision, team building, communications, and motivation, staffing and coaching.

Skill in collaborative conflict resolution.

Ability to present ideas effectively in writing and orally.

Ability to maintain records and prepare reports.

Ability to maintain effective working relationships with supervisors, coworkers, city officials, contractors and general public.

Physical Requirements

Must be able to perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking and hearing.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally; and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Must possess the visual acuity to operate motorized equipment, operate a computer, read maps and plans, compile data and figures.

Desirable Education and Experience

Graduation from a community college or technical school with a degree in environmental engineering or related field and supervisory experience in maintenance and construction of streets, storm drainage systems, water distribution, or sewer collection systems; or equivalent combination of education and experience.

Special Requirements

Possession of a valid appropriate North Carolina driver's license.

Possession of Grade B Water Distribution, Grade II Wastewater Collection System Operator certifications.