
JOB TITLE: PUBLIC WORKS SUPERVISOR
REPORTS TO: Director of Facilities and Engineering

PRIMARY DEPT: Public Works Mgt. **PAY TYPE:** Salaried Exempt
WORK TYPE: Supervisor **PAY GRADE:** \$65,000 - \$70,000
REVISED: 10/31/17 **BARG UNIT:** NR

JOB SUMMARY

CHARACTERISTIC WORK OF THE CLASS

NATURE:
Under direction and supervision of Director of Facilities and Engineering, supervises the work functions of the Department of Public Works and performs related duties as required. Acts for the Director of Facilities and Engineering in his absence.

- EXAMPLES:**
1. Assists the Director of Facilities and Engineering with the development of the Department of Public Works budget.
 2. Supervises 11 department employees and assigns various departmental maintenance functions including but not limited to: traffic signal, signing, pavement and curb painting; weed/grass control cutting; brush/yard waste/leaf collection; repair of streets, alleys and parking lots; pavement patching activities; street cleaning; snow and ice removal; miscellaneous tree trimming; maintenance of storm sewers; bridge and river maintenance; municipally-owned street lighting maintenance; vehicle and equipment maintenance; .
 3. Supervise construction related activities normally performed by department force account crews including, but not limited to curb/ gutter, concrete pavements, storm drains, and road grading. (See qualifications below.)
 4. Maintains complete and accurate records and prepares reports.
 5. Reports regularly to the Director of Facilities and Engineering.
 6. Performs employee evaluations of all Public Works employees. Assisted by the Director of Facilities and Engineering.

QUALIFICATIONS

- ESSENTIAL KNOWLEDGE AND ABILITIES:**
1. Considerable knowledge of the methods, practices, materials and equipment related to the maintenance functions of the department.
 2. Knowledge of construction/maintenance activities performed by the department. (listed in #2 and #3 above)
 3. Ability to clearly and effectively supervise and communicate with a substantial work force, both orally and in writing.
 4. Ability to maintain and participate in the formulation of accurate, complete and modern record keeping systems and prepare written reports all related to departmental activities.
 5. Ability to interpret engineering drawings, specifications and related documents.
 6. Ability to deal effectively with the public.
 7. Knowledge of and appreciation for employee safety practices.
 8. Have Fleet Management experience.

DESIRABLE TRAINING AND EXPERIENCE:

1. Graduation from high school.
2. Continuing education courses completed - related to public works/construction.
3. Three to five years of experience in a public works/construction supervisory capacity.

CITY OF BEAVER DAM PHYSICAL DEMANDS FORM CLASS SPECIFICATIONS

POSITION TITLE: Public Works Supervisor
 AVERAGE # OF WORK HOURS PER DAY: 8
 AVERAGE # OF WORK HOURS PER WEEK: 40
 DATE COMPLETED: 10/31/17
 COMPLETED BY:

	None (0%)	Occasional (1-33%)	Frequent (34-66%)	Constant (66-100%)
1. Sitting (or remains stationary at a seated height)	_____	_____	___X___	_____
2. Standing (or remains stationary at a standing height)	_____	_____	___X___	_____
3. Walking (or moves by other means)	_____	_____	___X___	_____
4. Bending Over	_____	___X___	_____	_____
5. Climbing (or ascends/descends by other means)	_____	___X___	_____	_____
6. Reaching Overhead (or operates, attaches, collects, or adjusts by other means)	_____	___X___	_____	_____
7. Kneeling	_____	___X___	_____	_____
8. Pushing or Pulling:				
a. With Legs	_____	___X___	_____	_____
b. With Arms	_____	___X___	_____	_____
c. With Body	_____	___X___	_____	_____
9. Lifting or Carrying (moves or transports):				
a. 10 lbs. or less	_____	___X___	_____	_____
b. 11 to 25 lbs.	_____	___X___	_____	_____
c. 26 to 50 lbs.	_____	___X___	_____	_____
d. 51 to 75 lbs.	_____	___X___	_____	_____
e. 76 to 100 lbs.	___X___	_____	_____	_____
f. Over 100 lbs.	___X___	_____	_____	_____

	None (0%)	Occasional (1-33%)	Frequent (34-66%)	Constant (66-100%)
10. Repetitive Use of Foot				
a. Right Only	_____	_____	<u> X </u>	_____
b. Left Only	_____	_____	<u> X </u>	_____
c. Both	_____	_____	<u> X </u>	_____
11. Repetitive Use of Hands (or operates, attaches, collects, or adjusts by other means):				
a. Right Only	_____	_____	<u> X </u>	_____
b. Left Only	_____	_____	<u> X </u>	_____
c. Both	_____	_____	<u> X </u>	_____
12. Simple/Light Grasping:				
a. Right Only	_____	_____	<u> X </u>	_____
b. Left Only	_____	_____	<u> X </u>	_____
c. Both	_____	_____	<u> X </u>	_____
13. Firm/Strong Grasping:				
a. Right Only	_____	<u> X </u>	_____	_____
b. Left Only	_____	<u> X </u>	_____	_____
c. Both	_____	<u> X </u>	_____	_____
14. Uses Sight: (to detect, determine or distinguish)	_____	_____	_____	<u> X </u>
15. Uses Sense of Smell: (to detect, determine or distinguish)	_____	<u> X </u>	_____	_____
16. Talks and/or Hears: (to communicate, discuss or exchange information)	_____	_____	_____	<u> X </u>
17. Is the employee required to drive a car? Yes <u> X </u> No _____ If yes, please describe: Driving between City locations and job sites.				
18. Will the employee operate heavy equipment? Yes _____ No <u> X </u> If yes, please describe: _____				
19. Is the employee exposed to dust, gas or fumes? Yes <u> X </u> No _____ If yes, please describe: <u>Shop area supervision. Supervisor may be exposed to dust, gas, and fumes.</u>				
20. Exposure to changes in temperature or humidity? Yes <u> X </u> No _____ If yes, please describe: <u>Supervisor works both indoor and outdoor during hot summer months and cold winter months.</u>				

Describe the employee's specific shifts (including rotating) and/or the hours worked, any travel requirements, and overtime:

This employee will generally work first shift hours, Monday through Friday.

This employee will routinely attend night meetings.

This employee will be called to work outside of first shift hours if the need arises.

Additional comments:

The Supervisor must be available during off hours for emergencies necessitating the calling in of Department employees including, but not limited to; storm damage, traffic control at accident scenes, sign damage, and snow and ice control.