

Position Title: **Public Works Supervisor**
Department: Public Works
Reports to: Public Works Director
Classification: Full Time - 40 hours per week. Non-Exempt /
Non-Bargaining-Unit Member
Pay: Determined on Qualifications



This is a public service job based in trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and behave (on duty, as well as off duty) in a manner that does not damage or endanger the loss of trust with the public, co-workers, and other public safety forces.

JOB RESPONSIBILITIES:

The Supervisor of Public Works performs executive-level administrative, supervisory, and technical work of all Township streets, grounds, parks, cemeteries, and fleet maintenance, and will exercise responsibility for all department personnel. Additional hours worked may be needed and/or required on nights, weekends, and holidays.

The Supervisor assists in leading the Public Works Department, providing strategic direction to the Department and professional advice to the foreman, leads and staff. The Supervisor represents the Township in relations with the public, community groups, and outside governmental agencies. For this reason, the Supervisor will possess strong leadership, exceptional written and verbal communication skills, the ability to manage in a busy environment, and commanding knowledge of state and federal regulations pertaining to public works and local government.

The Supervisor will assist in preparing an annual budget and help maintain a capital improvement plan, as well as assess the costs and benefits of new and existing initiatives and programs. Possessing a mix of new ideas and proven practices for the position is essential.

Fostering a positive and constructive work environment is a vital component of the Township's success, so the Supervisor will be one who gives all employees the opportunity to maximize their potential and to exceed expectations of the Board and citizens.

QUALIFICATIONS:

- Have at least five (5) years of progressive management experience in public works, building, and construction, or a related field.
- Demonstrated management or high-level administrative experience
- Possess a valid operator's license, unencumbered of excessive or serious citations, and be considered an insurable risk by our current liability insurance provider.

- Valid Ohio Driver's License: CDL-A with Air Brake endorsement to operate motorized equipment of size
- Read blueprints, schematic drawings, or engineering instructions
- A thorough working knowledge and interpretation of compliance with labor agreements, grievance hearings, and labor relations matters
- Knowledge of mediating labor disputes between employers and employees, including collective bargaining with management representatives to reach agreements on wages, benefits, hours worked, and other terms of employment
- Considerable knowledge in highway maintenance projects such as pavement repair, drainage repair, bridge repair or replacement, route marking, culvert or guardrail repair or replacement, and contracted construction projects
- Considerable knowledge of park maintenance
- Working knowledge of various fleet vehicles

ESSENTIAL FUNCTIONS:

- Plans, organizes, directs, coordinates, supervises, and evaluates programs, plans, services, staffing, equipment, and infrastructure of the department and the public services provided for the community and its citizens.
- Identifies and evaluates present and future community needs.
- Assists in establishing departmental policies and practices, while developing a culture of productivity and safety.
- Helps establish priorities, and formulates long and short-range public works plans.
- Assists in preparing annual budget and capital improvement plans.
- Assists with bid requests, budget requests, purchase orders, etc.
- Is responsible for labor relations with organized and non-organized personnel in the Department
- Approves timesheets, payroll, PTO requests, overtime, and work assignments as required
- Conducts annual performance evaluations on all Public Works personnel
- Is responsible for the training and instruction of Public Works' personnel in the safe operation of all Township equipment
- Meets with the public to discuss and respond to questions and resolve problems concerning the Township's services; constructively responds to personnel's errors and/or community complaints at a Departmental level
- Public relations tasks as needed and required
- Maintains awareness of federal and state regulations as they pertain to Public Works operations and services
- Keeps Public Works Director apprised of Department's activities and problems
- Attends Board of Trustee meetings as needed
- Works with various outside agencies and professional organizations as needed to coordinate efforts, projects, tasks, etc.
- Develops and maintains cooperative relations with other Township departments, outside vendors, community leaders, and the general public.
- Monitors inter-governmental actions affecting public works and reacts/responds to them appropriately.
- Prepares reports and other documents as appropriate
- Supervises and assists employees engaged in highway maintenance projects such as pavement repair, drainage repair, bridge repair or replacement, route marking, culvert or

guardrail repair or replacement, and contracted construction projects that include project inspection.

- Inspects parks and roadways to determine the condition and maintenance required
- Operates heavy motorized equipment to evaluate the condition and determine necessary repairs.
- Oversees the schedule of equipment maintenance.
- Inspects equipment for proper operation and upkeep.
- Directs and supervises the work of mechanics to ensure maintenance activities are being completed in a proper and timely manner.
- Management responsibility for the maintenance, service, and activities of all parks.
- Develops employees by identifying department needs and providing training that will continually advance their careers.
- Other duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

While working conditions can generally be expected to be an executive/office setting, with frequent sitting, outdoor work may be required as needed. The Supervisor may need to be outside, in extreme conditions, including, but not limited to heat, humidity, cold, wind, rain & snow, extensive sunlight, and the like. While being in the field as the situation might demand, extended periods of standing and walking, and reaching, squatting, bending, pushing, or pulling may occur. This includes sitting, climbing, balancing, stooping, kneeling, crouching, crawling, talking, hearing, and smelling.

The abilities in the visual field include near and distance vision, color, and peripheral vision, depth perception, and the ability to adjust focus in periods of excessive to dim light.

In addition, the regular work hours noted above, monthly evening, and occasional weekend work will be required as job duties evolve and demand. Travel is primarily local and during the business day, however, some out-of-the-area travel and overnight stays may be expected as circumstances dictate.

ADDITIONAL REQUIREMENTS:

Pre/post-employment tests and examinations, including, but not limited to physical examination, drug testing, psychological evaluation, extensive background checks, and other related components are based on the specific sensory and/or physical demands of the position. Successful completion of all exams, tests, and checks is a condition of continued employment.

The duties listed above are intended only as illustrations of the various types 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change