

CITY OF BEAVERTON

Public Works Supervisor

General Summary

Supervise one or more crews within the Operations Division of Public Works. Plan, assign, review and evaluate crew work. Perform budgetary and administrative duties to facilitate efficient and effective operations.

Key Distinguishing Duties

Responsible for fully supervising crew employees including initiating, implementing and overseeing the disciplinary process as needed. Respond to employee grievances.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Supervise section operations. Ensure the goals and objectives of the City, department and division are met. Develop, recommend, implement and evaluate operational work plans, policies, procedures and reports. Set performance standards with input from the responsible public works manager.
2. Plan, assign, monitor, review and evaluate the work of section staff. Authorize overtime and approve time off requests. Participate in hiring process and effectively recommend hiring decisions. Train, coach and provide developmental or cross-training opportunities to employees. Conduct employee performance discussions and feedback. Develop and administer work improvement plans. Respond to employee grievances and conduct disciplinary processes according to the collective bargaining agreement and City policy.
3. Estimate materials and resource needs for special projects and ongoing operations. Make accurate budgetary recommendations. Approve and track expenditures and reconcile with budget. Develop and update reports on expenditures and resource allocations. Provide detailed input into the five-year plan.
4. Participate in construction bid process and serve as contract administrator. Provide project overview for conformance to contract specifications. Authorize payments to contractors and consultants.
5. Coordinate work activities between staff, internal and external customers, contractors, and vendors. Develop contract specifications for bid requests.
6. Assist in the review of new construction plans. Communicate with engineering, planning and project lead. Develop and write walk-through inspection reports for new construction.

7. Manage the excavation site. Take daily notes or assign competent person. Protect existing utilities. Ensure proper excavation and trench shoring practices. Ensure all safety procedures and practices are followed.
8. Perform work of crewmembers as needed. Operate small tools and heavy equipment. Ensure equipment is properly maintained
9. Identify and update mapping information. Monitor and maintain computer maintenance management system. Review record keeping and documentation to ensure compliance with local, state and federal agencies, laws, codes, ordinances and regulations.
10. Provide employees with job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
11. Assist in ordering needed materials. Complete paperwork and records. Follow up on incorrect or non-received purchases.
12. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
13. Produce an acceptable quantity and quality of work that is completed within established timelines.
14. Model and coach employees on excellent internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
15. Represent the section and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Provide leadership in emergency situations. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
16. Participate in the City Emergency Management program including classes, training sessions and emergency events.
17. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
18. Follow standards as outlines in the Employee Handbook.
19. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. Respond to citizen inquires and requests.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Advanced knowledge of safety practices and procedures for assigned area including confined space entry, flagging, shoring underground excavations, the handling of hazardous chemicals and street/bridge maintenance.
- ◆ Advanced knowledge of practices and principles of installation, construction, repair and maintenance for assigned area.
- ◆ Advanced knowledge of general construction techniques.
- ◆ Advanced knowledge of issues and trends in the construction industry.
- ◆ Working knowledge of the federal, state, and local standards, codes, ordinances, laws and regulations governing public works engineering, construction and inspection projects.
- ◆ Working knowledge of the practices and principles of employee supervision, coaching and leadership.
- ◆ Working knowledge of practices and principles of civil engineering related to assigned area.
- ◆ Working knowledge of computer aided design and drafting programs.
- ◆ Working knowledge of project budgeting.
- ◆ Working knowledge of public purchasing/contracting rules and regulations.
- ◆ Basic knowledge of project management techniques.
- ◆ Basic knowledge of managing consultant and construction contracts.
- ◆ Basic knowledge of principles and practices of public/business administration and decision-making.
- ◆ Depending upon assigned area the following is required:
 - Expert knowledge of pipe types and structure materials.
 - Expert knowledge of asphalt and concrete paving, patching and compaction techniques.
 - Expert knowledge of types of bitumens, asphalt and concrete and proper application procedures.
 - Expert knowledge of proper raking and rolling of asphalt and concrete finishing.
 - Advanced knowledge of underground utilities.
- ◆ Working knowledge of arithmetic and mathematics.
- ◆ Working knowledge of English grammar, spelling and usage.

Skills/Abilities Required

- ◆ Properly and effectively use hand tools, small equipment and heavy equipment used in operations, installation, construction repair and maintenance for assigned area.
- ◆ Read and understand a variety of equipment manuals, maps and engineering blueprints.
- ◆ Depending upon assigned area the following is required:
 - Read grades and compute material requirements.
 - Accurately compute yardage/tonnage.
 - Effectively evaluate street repair and maintenance needs.
- ◆ Maintain accurate records.
- ◆ Perform engineering computations.
- ◆ Apply and interpret codes and ordinances.
- ◆ Read and understand equipment instructions, maps, engineering plans and specifications.
- ◆ Effectively manage consultant and construction contracts.
- ◆ Policy/program development and implementation.

- ◆ Productively lead and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Effectively lead a staff including training, coaching, scheduling and reviewing work.
- ◆ Demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Apply excellent internal and external customer service skills.
- ◆ Communicate effectively both verbally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Develop and deliver presentations and prepare reports that may include technical information.
- ◆ Properly and effectively use a calculator, keyboard, word processing and spreadsheet programs, and other application software as required for position.
- ◆ Lift and move objects up to 90 pounds.
- ◆ Access low and/or confined spaces in order to perform work in and inspect construction sites.
- ◆ Traverse uneven terrain.
- ◆ Position oneself in a specific spot for prolonged periods.
- ◆ Properly and effectively use general office equipment.
- ◆ Have regular, punctual attendance at assigned work location.

Minimum Qualifications Required for Entry

High School diploma or GED and 5 years of experience in the operations, installation, construction, repair and maintenance in assigned area, with 2 years of experience operating heavy equipment used in this field and 2 years experience in a supervisory or lead role; or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and meet the City's driving standards.
- ◆ Commercial Driver's License-A or B with air brake and tank endorsements required.
- ◆ Traffic Flagger training required within three months of employment.
- ◆ Depending upon assigned area the following is required/desired as indicated:
 - Department of Environmental Quality Class II Wastewater Collection Certificate
 - Some employees in this classification may be required to have OSHA Competent Person Certification.
- ◆ CPR and First Aid certification required within six months of employment.
- ◆ Ability to pass City physical exam.

Working Conditions

Regular focus on computer screen; frequent work outdoors in all weather conditions and around traffic; regular exposure to equipment with crushing potential, hazardous chemicals, biohazards, vibration, fumes and high noise levels; daily wearing of protective gear; occasional exposure to electrical current; occasional dealing with distraught or difficult individuals; response to emergency conditions off-hours as necessary; occasional attendance at meetings or activities outside of normal working hours; daily operation of a motor vehicle on public roads.

Classification History

Created: January 2015

Status: M3

FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date