CITY OF OWOSSO
JOB DESCRIPTION

PUBLIC WORKS SUPERVISOR

Supervised by: Director of Public Services
Supervises: Department employees as assigned

Position Summary

Under the general supervision of the Director of Public Services or an employee of a higher grade, the Public Works Supervisor is responsible for planning, and directing the construction, maintenance, and repair of City infrastructure. This includes oversight of the water distribution system, sewer collections system, streets, sidewalks, buildings, facilities, parks and grounds, as well as the operations and maintenance of fleet equipment and vehicles, and other related public works functions.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans, organizes, and assigns daily work to personnel.

2. Monitors infrastructure conditions, manages contractor work, and ensures compliance with project plans and city codes.

3. Supervises and inspects work performed within the public right-of-way and easements.

4. Recruits and recommends the hiring of department employees. Assigns work, supervises personnel, evaluates performance, and oversees training and professional development. Takes disciplinary action according to established procedures.

5. Directs and oversees the maintenance, repair, operation, and execution of special projects related to City infrastructure, including facilities, parks and grounds, roadways, sidewalks, dams, alleys, parking lots, traffic control devices, water mains and associated appurtenances, catch basins, storm and sanitary sewer systems, manholes, rights-of-way, and drainage systems.

6. Responsible for conducting infrastructure inspections to identify and prioritize immediate repair needs while developing and implementing long-term capital improvement strategies aligned with the City's operational objectives and strategic goals.

7. Manages and assists with the operation of light to heavy-duty vehicles including specialized maintenance equipment. Performs essential hauling, loading, and unloading of materials for projects. Skilled in the use of hand and power tools for construction and maintenance projects.

8. Oversees the installation, upkeep and regulatory compliance of all municipal signage and traffic systems. Including traffic control ordinances.

9. Directs 24/7 emergency response operations, including but not limited to, snow removal, water main breaks and storm damage.

10. Responds to public inquiries and investigates complaints concerning streets and other public works activities. Reports concerns to Public Services Director and/or Deputy Director, or other appropriate city officials.

11. Establishes and maintains effective working relationships with other departments, citizens, city officials, contractors, employees, and others.

12. Assists in the preparation of the department budget, oversees expenditures, and ensures compliance with state and federal regulations.

13. Conducts research, compiles and analyzes data, and prepares records, reports, and correspondence. Completes special projects as assigned.

14. Maintains current knowledge of legislative, regulatory, and administrative developments and industry best practices through continuing education and ongoing professional development.

15. Attends and conducts meetings with other city officials, city council, engineers, and contractors.

16. Performs other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- High school graduate, preferably supplemented by technical training in public works, construction practices, and related subjects.

- State of Michigan S-3 certification with the ability to obtain the S-2 in 24 months.

- Eight years of progressively more responsible experience involving the construction, maintenance and repair of streets, sidewalks, curbs, and gutters or any related construction and maintenance activities. Five, of the eight years, may be waived with a two or four year vocational certificate or college degree.

- State of Michigan Commercial Driver's License with a satisfactory driving record and the ability to maintain throughout employment.

- Substantial knowledge of the professional principles, practices, laws and regulations of public works operations and related administration.

- Substantial knowledge of the methods, materials, tools, vehicles, and equipment utilized in public works and general operations management.

- Thorough knowledge of the safety issues and precautions, regulations, and procedures utilized in public works operations.

- Skill in the use of public works vehicles, light and heavy equipment, and tools and related implements used in department operations.

- Skill in implementing and providing diverse programs and services, and directing the utilization of personnel, equipment and other resources.

- Skill in the use of office equipment and technology, including computers and related software, and the ability to master new technologies.

- Ability to perform a variety of construction, maintenance, repair, and inspection tasks related to City buildings, facilities, grounds, streets, sidewalks, and other public works activities.

- Ability to maintain accurate records and prepare comprehensive reports.

- Ability to communicate effectively and present ideas and concepts orally and in writing, and make public presentations.

- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, and the public.

- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.

- Ability to critically assess situations, problem-solve, and work effectively under pressure, within deadlines and changes in work priorities.

- Ability to attend meetings outside of normal business hours, travel to other locations, and respond to emergencies on a 24-hour basis.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in-person, and move around the office to travel to other locations. The noise level in the work environment is usually quiet.

While performing the duties of this job, the employee is regularly required to travel to various locations within the City and work outside the office at field sites, including visiting construction and other works in progress. This may require the employee to visit sites with treacherous terrain, requiring the employee to traverse uneven ground, climb up or crawl down to access the site, and may involve fumes, dust, chemicals or other hazardous materials, loud machinery and equipment, and other dangers associated with engineering projects and construction sites. An employee in this position must have the strength, stamina and physical coordination needed to gain access to the construction project sites described above, observe and inspect work in progress, and operate light and heavy equipment and hand and power tools. The employee is occasionally exposed to adverse weather conditions, loud noises, and moving mechanical parts. The employee must regularly lift and/or move items of moderate to heavy weight. The noise level in the work environment may be loud in field situations.