

## CITY OF LEAVENWORTH

### JOB DESCRIPTION

**TITLE:** Public Works Field Supervisor

**REPORTS TO:** Public Works Director

**DEPARTMENT:** Public Works

**POSITIONS SUPERVISED:** Utility/Maintenance employees, Full and Part-time Park employees

**FLSA STATUS:** Non-exempt

**SALARY RANGE:** Probationary Period – *one year*: \$4,429 / month  
Monthly range following successful completion of six-month trial period  
and one-year probationary period: \$5,211 - \$5,698  
3.25% Salary Increase in 2020

#### **POSITION SUMMARY**

Under direction from the Public Works Director, the Public Works Field Supervisor leads and supervises the Public Works Maintenance Division staff by example. Participates in the construction, maintenance and repair of the City's streets, sanitary sewer collection system, water distribution system, storm water collection system, commercial solid waste collection, and cemetery operations. Plans, coordinates, assigns and supervises the work of various crews involved in the Public Works Maintenance Division. Provides technical staff assistance, training, and performs related work as required.

The Public Works Field Supervisor directs, instructs, and allocates work assignments of Public Works Maintenance personnel, as assigned, and/or performs the most difficult trouble shooting, maintenance, installation, and/or repair work of the City's streets and right-of-ways, sanitary sewer collection system, water distribution system, stormwater collection system, commercial solid waste collection, and cemetery operations.

Employee is responsible for assisting individuals and groups using the City's cemetery, and customers of the City's Solid Waste Utility, Sanitary Sewer Utility, and Water Utility. The employee is also responsible for assisting individuals and groups that have obtained a Right-of-Way Use Permit or a permit for use of a City facility. Employee is also responsible for the safety and security of City property and safe use by patrons. Employee must exercise initiative and independent judgment in ensuring safety and security of City facilities. Employee must also exercise tact and courtesy in frequent contact with City customers and the general public.

The Supervisor has overall functional responsibility for planning, supervising, and evaluating division work and personnel respectively. Direction is provided by the Public Works Director.

### **DISTINGUISHING CHARACTERISTICS:**

The Public Works Field Supervisor position is distinguished from other division classifications in that it provides the full front-line supervision over subordinate personnel, and is accountable for the efficiency of assigned crews and the timely completion of projects in accordance with departmental policies, guidelines, and schedules. They are expected to handle both routine and unusual problems related to City streets and right-of-ways, Solid Waste Utility, Sanitary Sewer Utility, Water Utility, Stormwater Utility, and Cemetery Operations. The Public Works Field Supervisor also has administrative and technical writing responsibilities.

### **REPRESENTATIVE DUTIES:**

The representative duties listed include essential and non-essential functions that vary by position. Individuals with disabilities will be considered for placement into positions in this class based upon an assessment of the essential functions of the particular position.

- Lead, guide, and motivate the utility division staff. Supervise, assign, and perform a full scope of utility maintenance work. Effectively plan and prepare by arranging or scheduling appropriate personnel, equipment, and materials necessary for utility maintenance and projects;
- Effectively supervise, train, motivate, evaluate, assign, coordinate, and schedule the work of maintenance personnel:
- Make area and volume calculations necessary for generating reports;
- Repair streets and perform maintenance activities, such as cleaning, patching, and resurfacing. Prepare areas to be repaired or overlaid by loosening and removing debris, fill in potholes with dirt or asphalt patching material, and rake to grade. May operate paver or roller as appropriate to complete surface restoration;
- Construct or repair curbs, sidewalks, gutters, catch basins, manholes, storm lines, sewer lines, and traffic control devices;
- Operation of any City units, such as front end loader, backhoe, road grader, street cleaning vehicle, solid waste truck, sludge truck, single axle dump trucks, and other equipment to accomplish more complex problems subordinate employees cannot resolve;
- Use a variety of hand and power operated tools and equipment, such as shovels, picks, rakes, crowbars, mowers, trimmers, electric drills, wrenches, compressor, jackhammer, and various types of saws necessary to accomplish primary work activities;
- Responsible for the maintenance of the Public Works Department vehicles and equipment;
- Respond to emergency call-outs during off hours for such problems as surface water runoff complications, icy roads, etc.;

- Install, maintain and repair sanitary sewers or water pipe; thread, cut and lay pipe for new lines; remove old piping, flush and remove debris and roots from sewer and drain lines;
- Prepare computer generated reports;
- Responsible for maintaining and enforcing the duties and responsibilities of the division's Safety and Training Programs;
- Provide written reports and perform a variety of personnel and administrative actions, including scheduling, training, interviewing, cost estimating, and drafting performance evaluations. Provide as needed input on the selection, dismissal, transfer, and disciplinary actions of employees;
- Provide quality assurance and control by inspecting new installations and repair work during its performance and upon completion;
- Coordinate work projects with other divisions, private contractors, public agencies, and monitor the work of contractors;
- Prepare requisitions and purchase orders. Prepare job cost estimates. Assist in developing, administering, and monitoring division budget;
- Identify, evaluate, recommend and provide corrective action for construction, mechanical, and maintenance repair problems;
- Maintain daily records and determine equipment, personnel, and material needs used for maintenance systems and projects;
- Investigate, resolve, and respond to citizen inquiries and complaints regarding utility and maintenance operations;
- Coordinate emergency call-outs and special assignments with other City departments and divisions including outside agencies and companies;
- Handle division issues related to Leavenworth City wide events;
- Other duties as assigned.

### **REQUIRED QUALIFICATIONS**

- Requires a minimum education level of High School graduation or GED Equivalence;
- Requires a minimum of six (6) years Utility/Street maintenance or other occupation involving street/utility operations and maintenance, of which three (3) years are of a supervisory/lead worker experience;
- Must be able to obtain and maintain a Class B Commercial Driver's License (CDL) with air brake restriction lifted within the first year of employment with the City of Leavenworth.

Preference will be given to those applicants that currently have their Class B Commercial License;

- Requires ability to render decisions with firmness, good judgment, impartiality, forward thinking, and an understanding of precedent and legal ramifications. Requires the ability to solve problems using deductive reasoning;
- Requires ability to create and maintain respectful and nondiscriminatory professional working relationships with co-workers, contractors, craftsmen, and the public;
- Must be able to prioritize activities and manage schedules in a manner that allows for completion of all job duties efficiently and within required schedules;
- Requires the ability to keep records and make reports that are well-written, analytical, forward-thinking, and legally defensible;
- Requires the ability to understand and follow both oral and written instructions and communicate orally and in writing;
- Requires the ability to effectively use or learn to use current technology including computers, laptops, and cellular data phones that include the use of email, Microsoft Office Suite, and Mobile 311 software. This requirement also includes the ability to implement and use future hardware technology and software depending on the needs of the department.
- Requires the ability to maintain confidentiality of critical information;
- Public Works Field Supervisor is subject to drug and alcohol testing as required per the U.S. Department of Transportation regulations;
- Must obtain and maintain a State of Washington issued pesticide/herbicide applicator license within the first year of employment with the City of Leavenworth;
- Must possess a valid Washington State Department of Transportation flagman's card or have the ability to obtain a card within the first six months of employment;
- Must possess a valid Washington State Department of Health Water Distribution Manager certification or have the ability to obtain certification within the first six months of employment;
- Must have physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated in this job description. Physical ability includes, but is not limited to: sufficient strength and ability to perform manual labor for extended periods under dirty and uncomfortable situations in all types of weather; to perform physical activities that include frequent bending, walking, manual dexterity, and heavy lifting;
- Requires sufficient working knowledge of work hazards, safety procedures, and cognizance of public safety matters;

- Requires sufficient working knowledge of public works facilities, street construction and drainage system, solid waste transport, cemetery funerals and stone-setting, water distribution, sewer collection, and storm water collection;
- Must be able to work weekends, holidays, festivals, and the hours of work required to meet the needs of each, which may require working split shifts.

**DESIRABLE QUALIFICATIONS:**

Any combination equivalent to 5 years of full-time experience and post high school education that would likely provide the required knowledge and abilities may qualify. Examples of education and/or experience combinations are as follows:

- Equivalent to completion of the twelfth grade and 5 (five) years of increasingly responsible experience in utility maintenance/construction or related work, including three years at a level comparable to a Lead Utility Maintenance Worker;
- Completion of a 2-year degree or course work from an accredited college or university with major course work in engineering, business administration, or related field;
- Completion of a 4-year degree in Engineering, Public Administration, or other related field and one year of experience in public works and construction or related work at a level comparable to a Public Works Supervisor position.

**Ability to:**

- Communicate effectively, both orally and in writing utilizing terminology and technical expertise required in the utility and construction industry;
- Read and interpret blueprints, diagrams, and construction drawings;
- Establish and maintain effective working relationships with employees, government officials, contractors, and the general public.

**SAFETY PRACTICES:**

- Complies with federal, state, county, and City of Leavenworth laws, rules, regulations, ordinances, and policies;
- Performs work within *WISHA* safety standards and the City's *Accident Prevention and Safety Program* (Printed 2-25-2002; distributed 6-24-2002) with consideration for public safety and convenience;
- Identifies unsafe working conditions and deficiencies and takes appropriate action to immediately correct them;
- Seeks instruction for unaddressed safety and health situations from competent, qualified employees, supervisors, and/or management;

- Attends safety meetings and tool box talks;
- Uses protective clothing and personal protective equipment when and where required or necessary;
- Performs work in a smoke and drug free work environment to promote health, safety, and productivity.

**MACHINERY, EQUIPMENT, TOOLS, AND HEAVY EQUIPMENT:**

- Is capable, competent, and qualified to operate assigned machinery, equipment, tools, and heavy equipment within each unit's capacity necessary to accomplish required tasks.
- Examples of such units include, but are not limited to:
  - Common hand and power tools, compactors, concrete saw, crow bars, detection devices, diagnostic devices, ditch compactor, ditch witch, drills, generator, jacks, jackhammer, lutes, picks, post hole digger (hand or tractor-mounted), rakes, saws (hand, power, concrete, skill, jig, chain), shovels (specialized, square, round, grain), spray equipment, tamper, tools (air, impact, hand, power operated, battery operated), whacker, wrenches, hydraulic lifts, sickle bar, etc.;
  - Backhoe, car hauler trailer, fork lift, front end loader, high velocity jetter flusher, lowboy trailer, truck (single axle, tandem axle, utility, pickup, sludge, snow plow, sanding), Bobcat, etc.;
- Safely perform all duties, including tree work at heights up to 30 feet.
- The employee participates in maintenance activities, sometimes during inclement weather. There is exposure to hazards from equipment and chemicals. The employee may be called during off duty hours to report for work or coordinate work activities during emergency situations.

**PHYSICAL CAPABILITIES:**

- Physical strength sufficient to perform heavy manual labor for extended periods of time during the regular shift, during overtime hours, and when performing work under emergency conditions;
- Must be able to perform heavy manual labor associated with assigned maintenance tasks, which may include safely lifting and moving objects weighing up to 100 pounds;
- Capable of exerting physical effort that includes combinations of standing, sitting, bending, walking, stooping, digging, manipulating, climbing, balancing, kneeling, crouching, crawling, lifting; walking over rough terrain and uneven or slippery surfaces; using hands to finger, handle, feel objects, tools or controls; frequently reaching with hands and arms;

- Talking, hearing, tasting, and smelling capabilities sufficient to alert oneself and others to unusual, unsafe, or dangerous situations;
- Vision capabilities that include close vision, distance vision, color vision, depth perception, peripheral vision, night vision, and adjusting focus with or without vision aids (prescription eyeglasses or contact lenses);
- Hand-eye coordination and fine manipulation capabilities necessary to operate various machines.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in an outside environment and inside, which is busy, oriented to public service, and subject to constant work interruptions. Employees may work under the stress of continual public and/or inter-departmental contact and pressure to meet timelines.

The noise level in the work environment is usually moderate, but at times there may be sustained loud noises due to equipment being used. Ear protection is required to be worn at all times when operating equipment where the equipment operations manual requires it to be worn, or when noise levels are excessive or constant.

**TERMS OF EMPLOYMENT:**

Following an offer of employment, and prior to starting work, individuals will be required to pass a drug and alcohol test, background check, and have a physical examination by a physician designated by the City of Leavenworth. The City will pay for the tests and examination. Satisfactory clearance to perform representative duties and physical capabilities will be required for employment.

*The Statements contained herein reflect general details as necessary to describe the principal functions of this job, the scope of responsibility, and the level of knowledge and skill typically required, but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.*

*The City of Leavenworth is an equal opportunity employer.*