

CITY OF COLLEGE PARK, MARYLAND

CLASS SPECIFICATION

CLASS TITLE: PUBLIC WORKS SUPERVISOR

FLSA Status: Exempt

GENERAL CLASS DESCRIPTION: Positions in this classification plan and manage activities and personnel for programs such as streets maintenance and repair; trash, recycle and leaf pick ups; snow removal; and/or grounds keeping. Work involves scheduling, assigning and evaluating program activities. Manages subordinate supervisors and other staff. Oversees the daily operations of all work crews. Receives general direction and supervision from the Director of Public Works.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical for this classification. Not all the listed duties may be required and other duties may be required or assigned.

- Manages the daily operations of the Public Works activities including surveys of refuse and recycling activities. Prepares operational plans for snow removal and leaf pickup.
- Develops budget recommendations for assigned programs. Assists with the maintenance of budget analysis and performance measures statistics.
- Assigns work orders, maintenance requests and pick up routes to crews through subordinate supervisors.
- Provides directions regarding the site location, materials, nature of work and procedures in order to ensure crews' understanding of work required and quality expectations.
- Prepares reports of all work orders, personnel assignments and program activities.
- Conducts site visits of projects to review work in progress and upon completion. Responsible for implementation and enforcement of safe and efficient procedures at all job sites and activities; and that work is in compliance with standards and quality expectations.
- Responds to complaints, questions and requests from citizens regarding program activities.
- Supervises, through subordinates, the maintenance and construction of roadways, parking lots, ball fields and tot lots.
- Ensures all recycling and trash pick-ups are completed and properly transported.
- Performs supervisory and management duties to include training, assigning and reviewing work, conducting performance evaluations, interpreting and enforcing work rules, personnel regulations and union contract articles of agreement.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.

Technical Knowledge:

- Considerable knowledge of the procedures and techniques for performing trash/refuse/and snow removal; street maintenance and repair, leaf and recycling pickup, grounds maintenance, landscaping and manual labor.

- Considerable knowledge of the policies and procedures governing the scheduling and reporting of program activities.
- General knowledge of the principles and practices of supervision and personnel management.
- General knowledge of the rules and regulations governing job and job site safety.

Physical Requirements:

- Ability to stoop, bend and maneuver to inspect work performed by crews, and conditions of project sites.
- Ability to hear equipment and vehicle audio safety signals in traffic and job site situations.
- Ability to operate a variety of office equipment to include computers, facsimile, and copying machines

Language Ability & Interpersonal Communications:

- Ability read, understand and prepare work orders, street maps, program productivity records, policies and procedures governing assigned activities, vehicle maintenance reports and work schedules and routes.
- Ability to read, interpret and communicate the departmental work rules, personnel regulations and union contract articles of agreement.
- Ability to communicate effectively with citizens inquiring about maintenance and department operations.
- Ability to plan work activities and supervise staff.
- Ability to follow oral and written instructions.

Environmental Adaptability

- Work requires frequent exposure to variable weather conditions, which may include extremes of temperature and precipitation.

ACCEPTABLE TRAINING AND EXPERIENCE

Graduation from high school, (bachelor's degree preferred). Program management experience plus 5+ years of progressively responsible experience supervising crews performing maintenance, construction, trash/recycling removal; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Additional Requirements: Requires a valid Commercial Driver's License with airbrake endorsement.

College Park is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.