

POSITION TITLE: PUBLIC WORKS SUPERVISOR

DEPARTMENT: PUBLIC WORKS

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Public Works Assistant Superintendent

POSITION REPORTS TO

DIRECT: 20

INDIRECT: 0

DIRECT REPORTS BY TITLE:

Public Works Worker 2 (8);
Public Works Worker 1 (10);
Laborer (2);
Sign Maintenance Worker (Vacant)

POSITION FUNCTION

This position is responsible for overseeing and directing the daily operations of the Public Works Department.

JOB RESPONSIBILITIES

- Supervises staff
- Plows snow, shovels walks
- Picks up leaves
- Picks up trash and recyclable materials
- Maintains City streets
- Maintains catch basins
- Operates heavy equipment
- Maintains street signs
- Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to stand, walk, talk/hear, use hands to finger/handle/feel, climb/balance, stoop/kneel/crouch/crawl, reach with hands/arms, and lift up to 50 pounds.

REQUIRED SKILL SETS

Occupational/Technical Skills

Knowledge of plumbing and electrical repairs and ground maintenance procedures

Ability to operate front end loaders, road graders, back hoes, paving machines and a variety of small tools

Must maintain a valid Commercial Driver's License (Class B) and have the ability to drive

Administrative Skills

Ability to analyze and resolve situations and problems

Ability to organize work, set priorities and meet critical deadlines with a minimum of direction

Ability to properly assign responsibilities to meet objectives

Ability to effectively coordinate activities of others to meet objectives

Ability to handle multiple priorities and projects

Cognitive Skills

Ability to deal with a variety of concrete variables in situations where significant standardization exists

Ability to make timely, sound decisions

Ability to interpret a variety of instructions in written, oral, diagram or schedule form

Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals

Ability to perform standard business arithmetic, including percentages and decimals

Ability to develop original, unusual, successful approaches

Communications Skills

Ability to let people know of decisions, changes, and other relevant information in a timely fashion

Ability to speak effectively one-to-one

Ability to speak effectively before groups and to respond to questions

Ability to demonstrate attention to and convey understanding of the comments or questions of others

Interpersonal Skills

Ability to use tact and discretion

Ability to deal courteously and diplomatically with the general public

Ability to maintain issue confidentiality

Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors

Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions

Ability to arrive at constructive solutions while maintaining positive working relationships

Leadership Skills

Ability to take charge and initiate actions

Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals

Ability to create an environment in which subordinates are rewarded for accomplishment of group and individual goals

Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently

Ability to clearly assign responsibilities and tasks to others

Ability to instruct and train staff

Ability to provide performance feedback

DESCRIPTION OF WORKING CONDITIONS

Work is typically performed outdoors in prevailing weather conditions; incumbent has moderate contact with City citizens and the general public and spends much (1/3-2/3) time working around moving objects.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

High school diploma or equivalent; Commercial Drivers License (Class B); six months to one year of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.