**POSITION TITLE:** Public Works Supervisor  
**DEPARTMENT:** Public Works  
**CITY OF:** Bowling Green

### Reporting Relationships

<table>
<thead>
<tr>
<th>POSITION REPORTS TO</th>
<th>DIRECT REPORTS BY TITLE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Works Assistant Superintendent</td>
<td>Public Works Worker 2 (8);</td>
</tr>
<tr>
<td></td>
<td>Public Works Worker 1 (10);</td>
</tr>
<tr>
<td></td>
<td>Laborer (2);</td>
</tr>
<tr>
<td></td>
<td>Sign Maintenance Worker (Vacant)</td>
</tr>
</tbody>
</table>

**Direct:** 20  
**Indirect:** 0

### 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.
### 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.