

Job Posting
PUBLIC WORKS SUPERVISOR

Department: Public Works	Pay Grade: 17
Report to: Director of Public Works	Hiring Salary Range: \$37,413 - \$46,767
FLSA: Non-Exempt	Deadline to Apply: February 8, 2019

General Statement of Duties

Performs responsible supervisory work in planning, organizing, and directing the sanitation, grounds maintenance and cemetery operations within the Public Works Department.

Distinguishing Features of the Class

An employee in this class is responsible for supervising several crews in the daily collection of solid waste, furniture/appliance, yard waste, recycling materials; seasonal leaf collection; grounds maintenance including right of ways; and cemetery maintenance and grave locations. The employee performs planning and assigns employees to crews and crews to routes. Work includes assisting in hiring, training, performance coaching and evaluations. Work involves considerable public contact in assistance and resolving problems with citizens. Work is performed in accordance with established policies and procedures with the employee exercising considerable tact in dealing with the general public. Employee is subject to hazard in sanitation work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as noise, vibration, moving mechanical parts, atmospheric conditions, and oils. Work is also subject to the final OSHA standards on bloodborne pathogens. Work is performed under general supervision and is reviewed through the effective and efficient administration of the program, adherence to schedules, and public acceptance.

Duties and Responsibilities

Essential Duties and Tasks

- Plans, organizes and determines work priorities for the daily activities of the solid waste, recycling, and right of way programs; adjusts routes as required for new services, and traffic patterns.
- Assigns employees to crews and crews to routes; reassign employees as necessary for absenteeism, turnover seasonal demands, and work orders.
- Handles citizen complaints concerning sanitation operations; receives, investigates and resolves complaints of residents.
- Locates cemetery plots, maintains the data for the cemetery and is responsible for the maintenance of the cemetery.
- Assists with the preparation of the budget process by identifying needs.
- Explains sanitation policies to residents, business and commercial establishment.
- Participates in personnel related functions to include coaching and performance appraisal activities.
- Operates the motor grader and backhoe when needed.
- Coordinates various training activities for division staff; coordinates safety training; enforces safety regulations; coaches employees in the attainment of commercial driver's licenses.
- Maintains a variety of records and reports on volume collected and disposed by various types of materials and various disposal sites; Powell Bill, railroad, and state right of way activities for billing; maintains data at cemetery and locates plots; and monitors master purchase orders.

Additional Job Duties

Performs related duties as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

- Thorough knowledge of the operation and maintenance of sanitation equipment and right of way maintenance equipment.
- Considerable knowledge of principles, practices, procedures, laws, and regulations regarding solid waste collection and disposal.
- Working knowledge of modern supervisory principles and practices such as motivation, communication, performance coaching, etc.
- Working knowledge of the City's personnel and purchasing procedures.
- Considerable knowledge of the hazards and safety practices involved in refuse collection and other public works tasks.
- Considerable knowledge of the layout of the City and the collection sites.
- Working knowledge of standard business math.
- Ability to plan, organize, schedule, and distribute work effectively.
- Ability to establish and maintain effective working relationships with state officials, the general public and employees.
- Ability to operate sanitation equipment.
- Ability to maintain records and reports.
- Ability to provide training and leadership.
- Ability to communicate effectively with the public under stressful situations.
- Ability to establish and maintain effective working relationships with supervisors, peers, subordinates and citizens.

Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, and hearing.
- Must be able to perform light work exerting up to 10 pounds of force occasionally; and up negligible force frequently.
- Must possess the visual acuity to operate motorized sanitation equipment, compile data and figures, and read maps.

Desirable Education and Experience

Graduation from high school and considerable experience in solid waste management including considerable supervisory experience; or an equivalent combination of education and experience.

Special Requirement

Possession of a valid North Carolina Commercial Driver's License (CDL).