



City of Duluth  
3167 Main Street  
Duluth, GA 30096  
770-476-3434

## JOB DESCRIPTION

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JOB TITLE: **PUBLIC WORKS SUPERVISOR (Street Maintenance & Drainage)**

DEPARTMENT: Public Works

SUPERVISOR: Public Works Director

DATE: 10/11/2011

EEO GROUP: 08 (Service-Maintenance)

FLSA: Non-Exempt

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer without notice as the needs of the employer and/or requirements of the job change.*

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### **JOB SUMMARY:**

Employees in this position perform skilled work in directing Maintenance Workers, alone or as part of a crew, involving street maintenance, storm drain maintenance, building and grounds maintenance, and custodial work. Responsibilities include overseeing work projects, and operating heavy equipment on street, park, and drainage projects. Employees are required to perform heavy physical labor in all types of outdoor weather using a variety of tools and equipment. This is a hands-on supervisory position requiring the supervisor to directly assist in the performance of the job tasks of the crew.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**1. Supervises Maintenance Workers and performs administrative tasks, including:**

- provides task assistance to subordinates
- coordinates the work of subordinates, making day-to-day task assignments as required
- ensures subordinates have the necessary supplies and equipment
- inspects equipment and supplies to ensure operational readiness, appearance, safety, maintenance, and compliance with Departmental standards and/or regulations
- ensures subordinates' appearance and dress meets Departmental standards
- conducts, coordinates, and/or supervises the training of subordinates in proper work practices, methods, techniques and procedures; assists in the identification of training needs for subordinates
- gathers work performance data, counsels subordinates on job performance, and conducts periodic performance evaluations
- counsels subordinates on disciplinary matters; takes and/or recommends appropriate disciplinary action for violations of laws and ordinances, policies, procedures, rules or regulations.
- hears complaints and attempts to resolve conflicts among subordinates
- receives complaints from the general public about Public Works services and/or specific employee(s); provides information to complainant, documents the complaint and resolves the complaint or refers it to the appropriate supervisor
- provides a proper role model for subordinates
- makes recommendations to the Director of Public Works on employee selection, discipline, termination, or promotion
- completes written logs and reports (such as daily activity report and work orders)

**2. Assists with public works street repair and maintenance projects, including:**

- resurface, repair or patch roadways with hot asphalt or "cold patch"
- break up ("fragment") and remove pavement and sidewalks using pneumatic tools
- install and stripe speed humps
- installs and maintains road signs in accordance with Manual on Uniform Traffic Control Devices
- maintains records of all signs installed and/or repaired
- repair sidewalks and curbs; to include setting concrete forms, pouring and finishing
- paint traffic markings on streets, crosswalks, parking lots, and curbs
- remove ice and snow from public roadways, sidewalks, and City facilities parking lots

**3. Assists with public works drainage and ditch maintenance projects, including:**

- install drainage pipes
- repair storm drains, catch basins, and storm drain pipes
- dig holes

- dig and backfill trenches
- build and maintain berms and shoulders

**4. Performs grounds maintenance and custodial duties at City facilities and on City Rights-of-Way, including:**

- mows grass
- remove leaves, weeds and debris from storm drains, drainage ditches, catch basins
- removes litter and debris from roadways curbs, shoulders, medians, sidewalks, and other City rights-of-way
- plant and trim shrubs, plants, and flowers
- clears weeds and brush
- empties garbage containers in downtown business area.
- performs painting and other building maintenance tasks

**5. Maintains a safe work area, including:**

- places and removes cones, barricades, warning devices, and/or directs traffic at work sites to ensure safety of work crew and public
- cleans up work sites upon completion of job
- picks up all tools and equipment
- secures the jobsite if returning later
- washes vehicles and equipment as needed
- cleans up shop areas
- maintains tools and equipment in safe and operable condition

**6. Operates heavy equipment, and drives dump trucks and other public works specialty vehicles for street maintenance, drainage maintenance, and park maintenance**

**7. Performs additional duties, including:**

- erects, maintains, and takes down Veterans markers and flags; and holiday decorations
- assists other City departments as requested or required, particularly in emergency situations
- performs manual labor, including
  - moves or aids in moving heavy boxes or equipment and large bulky objects
  - loads and unloads heavy materials from truck and other vehicles
  - sets up and takes down chairs, tables, stages, and platforms at City events and/or City facilities
- directs vehicles at the dumpster area and punches dump card.
- applies larvaecide in detention ponds, creeks, catch basins, and other areas of standing water

**Essential Duties and Responsibilities of All City Employees:**

1. Adheres to all applicable state and federal laws; local ordinances; City and Departmental policies, procedures, rules and regulations.
2. Endeavors to continuously improve the services provided to the citizens of Duluth.
3. Makes positive suggestions for improvement
4. Performs other related duties and functions as directed, or which are readily apparent
5. Demonstrates good interpersonal communication skills with citizens, co-workers, and supervisors
6. Works as scheduled
7. Accepts and follows instruction, evaluation and correction
8. Demonstrates interest and initiative in learning new techniques and procedures; attends scheduled training
9. Helps other employees when needed or asked
10. Assists in training new employees
11. Carries assigned workload

**Peripheral Job Duties:**

None.

**SUPERVISION RECEIVED:**

The employee performs work independently under the general supervision of the Director of Public Works. Work is generally reviewed upon completion.

**EMPLOYMENT STANDARDS:**

*Employees must be at least 18 years of age, and must be legally able to accept work in the United States.*

**Experience, Training and/or Education:**

*Any combination of experience, training, and education which provides the required knowledge, skills, and abilities to perform the duties and responsibilities of the job will be considered.*

A High School diploma or state-issued GED is required. Post-secondary education or vocational training in work related fields is preferred.

Three years of experience in street maintenance, drainage, or grounds maintenance work is required. Experience in a local governmental public works department is preferred.

Experience supervising a work crew is high preferred.

Other Requirements:

*Failure to: (1) obtain and maintain all required certifications and licenses as required; or (2) failure to successfully complete all required training; or (3) failure to meet other job requirements may result in discipline, up to and including termination of employment.*

1. Possession of a valid **commercial (CDL)** Georgia Driver's License is required at time of hire.
2. Acceptable Motor Vehicle Record (MVR) must be maintained throughout employment
3. Obtain State certification in flagging and directing traffic, typically within twelve (12) months of employment, and maintain certification throughout employment
4. Pass a pre-hire medical exam, and drug screening test
5. Must be willing to respond to after-hours emergencies and to work overtime

**TOOLS AND EQUIPMENT USED:**

While performing the duties of this job, the employee uses and operates a variety of safety equipment, hand tools, motorized equipment, motor vehicles, and chemicals, including:

Safety Equipment

Traffic safety vest, gloves, goggles, dust mask, safety shoes, hardhats, and rain gear

Hand Tools

Common hand tools, manual hedge clippers, shovel, rake, hoe, pick, mattock, axe, broom, ladders, and tampers

Motorized Equipment

Backhoe, frontend loader, bush hog, boom truck, tractor, bobcat, asphalt roller, tampers and cutters, chipper, chainsaw, riding and push power lawn mower, weed eater, gas hedge clippers, power saw, compressor, and motorized tamper

Motor vehicles

Dump truck, pickup truck, street vacuum sweeper, and automobiles

Chemicals

Insecticide (including larvacide) and herbicides

**KNOWLEDGE, SKILLS & ABILITIES: (fully proficient level)**

*The requirements listed below are representative of the knowledge, skills and abilities (KSAs) required for satisfactory performance of the job duties and responsibilities at a “Fully Proficient Level.” Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Knowledge:**

Knowledge of methods, techniques, materials, tools, and equipment used in the maintenance and repair of streets, gutters, sidewalks, storm drains, and related facilities

Knowledge of applicable federal and state laws and administrative regulations; city ordinances; and external directives

Knowledge of Department and City policies, procedures, directives, rules and regulations

Knowledge of standard American English

Knowledge of techniques, materials, tools, and equipment used in the maintenance of grounds and building facilities.

Knowledge of the safe and legal operation of street construction, maintenance, and repair equipment.

Knowledge of safe work methods, safety precautions and safety regulations related to street construction and maintenance work.

Knowledge of proper sanitary and safety precautions when handling trash, garbage and other potential hazards

Knowledge of body mechanics necessary to safely lift and move heavy objects

Knowledge of geography, geographic boundaries of the City, road network, traffic patterns, public facilities, and emergency facilities of the City

Knowledge of map formats and symbols used in reading maps

Knowledge of the principles of first aid and CPR

Knowledge of the proper use of insecticides and herbicides.

**Skills:**

Skill in operation of listed tools and equipment.

Skill in operating manual transmission vehicles

Skill in driving vehicles under routine conditions, including driving in congested traffic, and in unsafe road conditions caused by factors such as fog, smoke, rain, ice, and snow

Skill in performing first aid and CPR techniques

Skill in properly placing cones, barricades, warning devices, and directing traffic flow at job sites.

Skill in performing heavy physical labor.

Skill in using body mechanics to safely lift and move heavy objects

Skill in the use of proper sanitary and safety precautions when handling trash, garbage and other potential hazards

Skill in basic carpentry, painting, and other maintenance tasks

**Abilities:**

Ability to maintain effective and respectful communications and interactions with other employees, supervisors, individuals from other organizations, and citizens.

Ability to understand and follow quickly and accurately oral and written instructions.

Ability to work in a variety of extreme weather conditions for extended periods of time.

Ability to read, write, and speak standard American English at a level required for safe and satisfactory job performance.

Ability to learn to operate a variety of manual and power equipment in a safe, skillful, and efficient manner

Ability to successfully pass the hiring processes as required for this position

Ability to direct the work of subordinate employees

Ability to give clear and concise oral and written instructions

Ability to prepare and maintain accurate and complete records, logs, and reports

Ability to perform the essential duties and responsibilities of the jobs

Ability to safely and efficiently operate assigned equipment and tools

Ability to be constantly alert and aware of the hazards involved and apply safety practices and principles in reporting and preventing accidents

Ability to carry out duties according to federal and state laws and administrative regulations; city ordinances; Departmental policy, procedures, directives, rules and regulations; and external directives

Ability to apply standard solutions to recurring situations

Ability to observe and analyze situations quickly and objectively and, using good judgment, determine an effective and efficient course of action to be taken with due regard to the task, hazards, situation, and circumstance

Ability to provide information and explanations of the processes and procedures of the Public Works Department to the public

Ability to handle difficult and emergency situations in an effective, safe, timely and legal manner

Ability to recall and relate details of incidents in order to present information to concerned parties, verbally or in writing

Ability to understand and follow quickly and accurately oral and written instructions and procedures

Ability to successfully complete the Department's training programs following employment/assignment

Ability to read and interpret maps in order to find locations and to give accurate directions

Ability to establish and maintain effective working relationships with a wide range of persons, including: supervisors, peers, other city employees, contractors, and the general public

Ability to work effectively as an individual and as a team member

Ability to accept responsibility, acknowledge mistakes, and share successes

Ability to adapt to change and changes in work conditions, and work in an environment of growth and innovation

Ability to problem-solve and make decisions

Ability to work varied shifts and overtime as required.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Testing and/or evaluation of these requirements may be conducted as part of the selection process. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is:

- frequently required to stand
- frequently to walk over rough, uneven surfaces
- frequently required to talk (to convey information, ask questions, etc.)
- frequently required to hear ordinary conversations (such as questions from residents, back-up alarms on trucks, radio-dispatched calls, and calls for help/of warning from a co-worker, etc.)
- frequently required to balance; push and/or pull; stoop, kneel, bend, crouch
- regularly required to use their hands to finger, handle, feel or operate objects, tools, or controls
- regularly reach with hands and arms
- occasionally required to maintain sustained periods of strenuous physical exertion
- occasionally required to sit; climb ladders or steps,
- occasionally required to crawl
- occasionally lifting of moderately heavy items utilizing proper body mechanics and techniques
- occasionally remain in uncomfortable physical positions
- occasionally work in confined spaces as narrow as thirty-six (36) inches in diameter

The employee must frequently lift and/or move up to 50 pounds, and occasionally assists in lifting and/or moving up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must be able to smell smoke, natural gas leaks, and other hazardous odors.

## **WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those 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.*

While performing the duties of this job, the employee:

- frequently works near moving mechanical parts
- is frequently exposed to wet and/or humid conditions
- is frequently exposed to operation of equipment which causes loud noise levels and high vibrations
- regularly works in all outside weather conditions involving moderate risks, discomfort, and unpleasantness
- is occasionally exposed to fumes or airborne particles,
- is occasionally exposed to insecticides
- is occasionally exposed to areas of low illumination and/or poor visibility
- occasionally works in high, precarious places
- is occasionally exposed to risk of electrical shock

The noise level in the work environment is usually moderately loud.

## **EQUAL OPPORTUNITY EMPLOYER:**

The City of Duluth is an equal opportunity employer (EOE). In accordance with applicable Federal and State laws, the City of Duluth does not discriminate on the basis of race, color, religion, national origin, disability, age, gender or other legally protected status or classification, except where dictated by requirements of the job, or within the limits imposed by law.

It is the policy of the City of Duluth to provide equal employment opportunity (EEO) for all applicants and employees. This EEO policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer and other terms and conditions of employment.

## **AMERICANS WITH DISABILITIES ACT (ADA):**

The City of Duluth, in compliance with the Federal law, will provide reasonable accommodations to qualified individuals with disabilities.