

City and Borough Sitka, Alaska

Class Specification

Class Title	Public Works Maintenance Supervisor
Class Code Number	5060
FLSA Designation	Exempt
Pay Grade and Range	32
Effective Date	01/01/2016

General Statement of Duties

Manages and supervises the Public Works maintenance work crews; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to oversee maintenance and construction of the Public Works maintenance crews. The work is performed under the direct supervision of the Maintenance and Operations Superintendent but considerable leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over the work of employees in the class of Public Works Maintenance Worker, Heavy Equipment Operators, Streets Foreman, and Heavy Equipment Mechanics. An employee in this class performs the duties of other employees in the Public Works Department as required or as assigned by supervisory personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, business and community organizations, outside vendors and the public. The principal duties of this class are performed in an outdoor environment which may involve adverse weather conditions and related hazards.

Examples of Essential Work (Illustrative Only)

- Plans, organizes, coordinates, prioritizes, supervises and evaluates the work of Public Works maintenance crews;
- Prepares, submits and maintains budgetary information for Public Works maintenance functions;
- Oversees the central garage, streets, snow removal, wastewater collection, Construction Debris and Biosolids landfill operation and storm drainage functions within the City and Borough;
- Provides technical advice to personnel in maintenance crews as to proper work procedures;
- Ensures efficiency and effectiveness in Public Works maintenance functions;
- Monitors work in progress to ensure an adherence to all applicable schedules and timetables;
- Promotes an environment of safety within Public Works maintenance functions and provides information and/or discipline to ensure all safety rules and regulations are followed;
- Performs final inspections on projects to check for completion;
- Coordinates activities with all City and Borough departments;
- Prepares bidding specifications for equipment and materials and makes recommendations for equipment

- maintenance and purchases;
- Maintains detailed and accurate records of Public Works maintenance functions for use in policy development;
- Completes employee evaluations on personnel within Public Works maintenance crews;
- Purchases materials and supplies for operations and maintenance activities;
- Oversees operations of the Construction Debris and Biosolids landfill;
- Operates and maintains Municipal storm water systems;
- Makes determinations as to the necessity for snow and ice removal and oversees all such functions;
- Oversees the maintenance of all Public Works equipment, as well as vehicles and equipment from other City and Borough departments as necessary;
- Performs the duties of Public Works maintenance crews as necessary;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Trains, assigns, prioritizes, supervises, motivates and evaluates the work of assigned employees;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Thorough knowledge of methods, practices, techniques, equipment, tools, materials and supplies used in public works construction, maintenance and repair;
- Thorough knowledge of safety regulations, protocols, principles, practices and procedures for public works construction, maintenance and repair;
- Thorough knowledge of the operation of tools used in public works construction and maintenance including backhoes, rollers, lay down equipment, concrete mixers, and hand and power tools;
- Thorough knowledge of construction and building trades including carpentry, concrete, and plumbing construction and maintenance;
- Skill in equipment operation including heavy equipment;
- Ability to train, assign, motivate, supervise and evaluate the work of others;
- Ability to read and interpret blueprints and construction specifications;
- Ability to operate and instruct personnel in the operation of tools and machinery used in street construction, maintenance and repair activities;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to function on an on-call condition at all times;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

- Integrity, ingenuity and inventiveness in the performance of assigned tasks;
- Ability to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with the general public and co-workers including management.

Acceptable Experience and Training

- Graduation from high school or GED, preferably supplemented by additional college course work in Public Works and/or Construction Management or a related field; and
- Considerable experience in water, sewer or street construction and maintenance, preferably with some supervisory role; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a commercial driver’s license issued by the State of Alaska;
- Ability to obtain an Alaska level I certification in water distribution and wastewater collection;
- Ability to obtain certification as Manager of Landfill Operations within two (2) years of employment;
- Ability to obtain a first aid and a CPR certification within six (6) months of employment.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively and provide directions and safety instruction;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to observe construction activities, operate hand and power tools and heavy equipment;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computer equipment, hand and power tools, and heavy equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to inspect construction activities, operate machinery and move construction materials.

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