

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Supervisor, Public Works Maintenance	BAND/LEVEL:	Mgmt II
DEPARTMENT:	Public Works	JOB NO.:	2930
DIVISION:	Public Works Maintenance	DATE:	3/25/2012
REPORTS TO:	Superintendent, Public Works	FLSA STATUS:	EX
FULL-TIME: <input checked="" type="checkbox"/>	PART-TIME: <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	COST CENTER: 321,330, or 331

REPLACES: Supervisor, Public Works Maintenance

DATE: 3/29/11

JOB SUMMARY STATEMENT:

Directly supervises skilled and semi-skilled staff responsible for general maintenance and repair in one of the following areas: municipal streets, traffic control system or stormwater system. Develops work plans and schedules, allocates resources, ensures quality assurance of work completed, and coordinates with other agencies as required. Responds to citizens and other public entities inquiries, complaints and requests. Coordinates maintenance activities with contractors.

DUTIES AND RESPONSIBILITIES:

1. Directly supervises skilled and semi-skilled staff. Participates in the hiring process: plans, prioritizes, and schedules work assignments; conducts employee performance appraisals and makes salary recommendations; provides development opportunities and performance improvement needs; and handles disciplinary actions.
2. Informs, advises and enforces general city and department policies pertinent to employees of this division. Monitors employee compliance with regulations, procedures and policies related to safe, reliable and efficient performance of tasks. Frequently and routinely checks conditions of facilities, field work sites, tools, equipment and vehicles and takes appropriate corrective action regarding deficiencies and hazards.
3. Participates in planning the long and short-range projects and activities for the division. Collaborates with staff in Engineering, Traffic Engineering and Engineering Services (Planning) in planning the project schedule for assigned functional area for the upcoming year. Determines resources needed (labor, equipment, services and materials). Develops general work plan for staff. Coordinates with and assists other PW divisions and departments (Parks, Police, Planning, Fire) as needed on special projects or tasks.
4. Conducts periodic inspections of routine work in progress or recently completed work to ensure that the standards are being met. Regularly reviews and analyzes records of completed and pending workload; adjusts accordingly to meet priorities, deadlines and other commitments. Coordinates with colleagues to obtain or provide assistance as needed. Determines factors that may have adverse affect on production and implements measures to mitigate.
5. Reads and interprets prints, maps, drawings and diagrams; determines material, labor, and equipment requirements for various special projects. Conducts site inspections. Provides technical guidance and determines course of action should problems arise during projects.
6. Assists with specifications and contract design of maintenance activities, maintenance projects, or equipment maintenance activities and equipment purchase. Coordinates activities with contractor. Oversees and inspects contractor projects and activities to ensure work is on schedule and according to specifications.
7. Responds to inquiries and complaints regarding maintenance activities or services performed. Determines how matters will be handled. Deals directly with citizens on non-routine issues not easily resolved by subordinates.
8. Assists in the planning and implementation of the snow removal process. In charge of a shift or district during snow events: responds to citizen complaints; checks progress of snow and ice control measures; and assists operators in the field with problems. Plows snow or load trucks as backup when needed. Standing member of snow advisory committee.

Title: Supervisor, Public Works Maintenance
Cost Center: 321, 330, or 331
Date: 3/25/2012
Page 2

9. During emergency operations, takes charge of incident as initial responding supervisor as appropriate. Otherwise, will be in charge of assigned quadrant of city during major events or incidents and direct teams of PW employees as instructed by Superintendent or Director.
10. Serves on various standing and ad hoc committees or task forces both within city organization or external groups, agencies or associations (APWA, ASCE, IMSA, ITE, etc.) related to the position.
11. Directly responsible for the accountability of assigned vehicles, equipment, tools, materials and designated facilities. Ensures upkeep, proper use, and follows established procedures and policies for safety and environmental compliance. Investigates and reports on accidents, injuries and other incidents that involve employees or city property.
12. Acts as Superintendent in his/her absence.
13. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required.
14. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

DUTIES SPECIFIC TO AREA SUPERVISED:

STREETS

1. Primary focus on the maintenance, repair and general upkeep of public streets, curbs, sidewalks, parking lots (other than Parks Department responsibility) and bridge decks within assigned districts. Directly or through delegation to subordinates and in conjunction with Engineering, conducts annual systematic inspection of part or all of such infrastructure to assess overall conditions. Tabulates observations and provides initial recommendations for corrective actions. Collaborates with counterparts in Engineering on developing multi-year maintenance program and schedule. Coordinates annual phased preventative and remedial work. Ensures that routine and special repair work is handled promptly, reliably and properly documented. Provides information from field surveys and activities to keep databases current. Regularly checks all streets within assigned district of the city.
2. For winter weather, supervises an entire 12-hour shift of all personnel involved in snow removal/ ice control operations. As Snow Boss or Assistant Snow Boss, plans and prepares on year-round basis for winter weather activities which include; revision of routes, material needs and storage, equipment acquisition and preparation, assignment of personnel, update of procedures, training, etc.
3. For major events or emergencies that occur at other times, such as windstorms, will be directly in charge of and lead initial response to these incidents. Will be primary field liaison with Police, Fire and Parks for debris removal and other assistance.

TRAFFIC

1. Primary focus on the maintenance, repair and general upkeep of municipal traffic signals, street lights, traffic signs and pavement markings within assigned district (half of city). Directly or through delegation to subordinates and in conjunction with Traffic Engineering, conducts annual systematic inspections of part or all of such infrastructure to assess overall conditions. Tabulates observations and provides recommendations for corrective actions including sequentially-phased replacements and upgrades. Ensures that routine and special tasks are handled promptly, reliably and are properly documented. Provides information from field surveys and activities to keep databases current. Regularly checks all signals, lights, signs and markings in assigned district.
2. During winter weather operations, will be responsible for a quadrant of the city and a team of operators during a 12-

Title: Supervisor, Public Works Maintenance
Cost Center: 321, 330, or 331
Date: 3/25/2012
Page 3

hour shift. May act as Snow Boss or Assistant Snow Boss for the shift in absence of regular. Will be involved in reviewing proposed annual changes in entire program.

3. During major incidents that affect traffic in the city, will be in charge of technicians restoring, repairing or replacing damaged or inoperable signals, street lights or signs. Acts as primary field liaison with Police incident commanders and Traffic Engineering.
4. For scheduled special events such as parades and festivals, acts as liaison with Police and others in planning and arranging closures, detours and other traffic control measures.

STORMWATER

1. Primary focus is on the maintenance, repair, cleaning and general upkeep of the city stormwater system which includes public street and area inlets, pipelines, culverts, roadside ditches, paved drainage channels, natural and armored streamways, and retention and detention basins. Also included is the routine and as-needed sweeping of streets. Directly or through delegation to subordinates and in conjunction with Engineering and Engineering Services, conducts annual systematic inspections of part or all of such infrastructure to assess overall conditions. Tabulates observations and provides recommendations for corrective actions including long-range replacement and upgrades. Provides pre-warranty expiration inspection of contractor-installed pipelines. Works closely with Stormwater Engineers on assuring compliance with National Pollution Discharge Elimination Systems requirements and other environmental mandates. Investigates suspected illicit discharges into stormwater system. Works with homeowners on connection of residential sump pumps to stormwater system. Ensures that routine and special repair, cleaning and remediation work is handled promptly, reliably and properly documented. Participates in public educational and informational activities including meetings, presentations, fairs and seminars.
2. During winter weather operations, will be responsible for a quadrant of the city and a team of operators during a 12-hour shift. May act as Snow Boss or Assistant Snow Boss for the shift in absence of regular. Will be involved in reviewing proposed annual changes in entire program.
3. During major city-wide flood emergencies, will be in charge of designated personnel assigned to deploy barricades and detour devices. Acts as direct field liaison with Police and Fire incident commanders during such events. Sees that barricade team is properly equipped and trained throughout the year.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Basic education (high school graduate) or additional equivalent experience. Possession of a valid Class A commercial driver's license with air brake endorsements. Possession of ATSSA or IMSA Construction Traffic Flagger and Work Zone Safety Certification. Must maintain an insurable driving record.

EXPERIENCE:

Three years of responsible experience in public works construction and maintenance plus two years experience in a leadership or supervisory role, or equivalent levels of experience.

SKILLS:

1. Good oral and written communication skills
2. Good listening skills
3. Facilitation skills
4. Project management skills
5. Time management skills
6. Supervisory skills
7. Good computer software skills; word-processing; spreadsheet; automated work management system
8. Basic construction aptitude

Title: Supervisor, Public Works Maintenance
Cost Center: 321, 330, or 331
Date: 3/25/2012
Page 4

MENTAL REQUIREMENTS:

1. Diplomacy and judgement
2. Ability to assess situation and use judgement in responding
3. Ability to work under distracting conditions
4. Ability to adapt to changing environment
5. Mechanical aptitude
6. Concentration
7. Ability to analyze safety situations
8. Ability to recognize and protect confidential information
9. Ability to analyze problems and recommend possible solutions
10. Alpha and numeric recognition
11. Ability to train and guide others
12. Ability to read and interpret blueprints and write specifications
13. Ability to read and comprehend city policies and regulations

PHYSICAL REQUIREMENTS:

1. Exposure to temperature extremes
2. Exposure to traffic fumes and noise
3. Ability to be attentive for long periods of time
4. Mobility to visit all work sites within the City
5. Visual stamina and acuity adequate to review alpha/numeric data
6. Hand and eye coordination adequate to input computer
7. Ability to operate City vehicles, heavy and light construction equipment
8. Ability to distinguish colors
9. Ability to distinguish smells

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct: Operational and Technical staff

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.