

PUBLIC SERVICES SUPERVISOR

General Statement of Duties

Performs responsible technical and supervisory work supervising the work of crews engaged in construction, repair, and maintenance of streets, public facilities, grounds, solid waste, and other related functions for the Town.

Distinguishing Features of the Class

An employee in this class supervises crews engaged in a variety of work associated with providing solid waste management and maintaining streets, storm drainage, facilities, and other services for citizens. Work includes planning work projects based on maintenance and emergency needs; assigning crews to projects; inspecting work in progress and upon completion; and answering and resolving public complaints. Work involves supervision of inmates in addition to town staff, requesting and acquiring necessary resources for projects, and significant supervisory responsibility for crews and their safety. The employee is subject to working in inside and outside environments including extreme hot and cold weather and to work hazards including loud noise, vibrations, moving mechanical parts, exposure to chemicals, fumes, odors, poor ventilation, and oils. Work may also be subject to the final OSHA standards on blood borne pathogens and involves emergency call-back service. The employee must exercise judgement and initiative in carrying out assignments. Work is performed under general supervision and is inspected for compliance with instructions, conformance to established standards, productivity of the unit, and general community acceptance.

Duties and Responsibilities

Essential Duties and Tasks

Oversees the maintenance and cleaning of a variety of public facilities and grounds including beaches, beach accesses, public grounds, street rights of way, and public buildings.

Provides assistance, staff, and supervised inmates and participates in work to aid other Town crews engaged in the maintenance, repair and construction of streets, storm drainage, erection and repair of street signs, removal of trash and leaves and other general public works maintenance.

Participates in the operation of construction equipment including dump trucks, street sweepers, back hoes, front end loaders, etc.

Oversees the transportation, supervision, and utilization of inmate crews; insures safety of the inmates and the public and security of the inmates.

Prepares budget requests; performs purchasing of supplies for work unit.

Participates in vector control including performing mosquito spraying.

Participates in hiring, provides training and performance coaching and evaluation of staff; insures staff safety.

Maintains records of work activities, utilization of inmates and other records as needed.

Supervises and participates in storm debris removal.

Supervises and participates in special small carpentry construction and maintenance projects.

Responds to citizen requests, complaints and needs.

Additional Job Duties

Performs related duties as assigned.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Considerable knowledge of the principles and practices of construction, repairs, and/or

maintenance of assigned responsibilities.

Considerable knowledge of the use of related equipment and materials.

Thorough knowledge of the occupational hazards and safety precautions of the work.

General knowledge of the Town's personnel, budgeting, and purchasing procedures.

General knowledge of effective and modern supervisory principles and practices including communications, motivations, performance coaching and evaluation, leadership, etc.

Working knowledge of the application of information technology to the work of the department.

Ability to read plans maps, and drawings.

Ability to establish and maintain effective working relationships with supervisors, peers, subordinates and citizens.

Ability to maintain and prepare accurate plans and reports.

Physical Requirements

Must be able to perform the basic life functions of climbing, balancing, stooping, crouching, reaching, standing, walking, lifting, fingering, grasping, talking, and hearing.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Must possess visual acuity necessary to read maps and diagrams, to operate a vehicle, and to read and prepare reports including the analysis of data and figures.

Desirable Education and Experience

Graduation from a community college with a degree in trades construction, business or public administration and supervisory experience in streets or public facilities maintenance and repair; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina commercial driver's license.

Ability to obtain inmate supervision certification.

Ability to obtain pesticide applicators license for public health and for ornamental and turf.