

TOWN OF STEVENSVILLE

PUBLIC WORKS POSITION DESCRIPTION

Title Class: Public Works Supervisor

Department: Public Works

Date:8/27/2018

GENERAL PURPOSE

Performs complex supervisory, administrative and professional work in planning, organizing, directing, and supervising the Public Works Department, including, environment, street, parks, cemetery, traffic control, and other public works projects and programs.

Supervision Received

Works under the broad policy guidance and direction of the Mayor

Supervision Exercised

Exercises supervision over maintenance and professional staff as assigned

Essential Duties and Responsibilities

These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.

This position will assume full management responsibility for all Public Works Department services, programs, operations and activities including engineering, streets and traffic, parks, cemetery, and fleet services.

The incumbent will manage the development and implementation of Public Works Department goals, objectives, policies, and priorities for each assigned service area; establish, within Town policy, appropriate service and staffing levels; and allocate resources accordingly.

The Public Works Director will continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement, and direct the implementation of changes.

This position will be responsible to ensure that Public Works Department personnel are selected, trained, motivated, and evaluated. The position will also provide or coordinate staff training, coach employees to correct deficiencies, implement discipline and termination procedures, and develop staff development programs.

The incumbent will plan, direct, and coordinate, through subordinate level managers, the Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility, and review and evaluate work methods and procedures.

The Public Works Supervisor will represent the Public Works Department to other Town departments, elected officials, and outside agencies; explain and interpret Public Works Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

The incumbent will coordinate Department activities with those of other Town departments and outside agencies and organizations; provide staff assistance to the Mayor and Town Council; and prepare and present staff reports and other necessary correspondence. The position will participate on a variety of boards and commissions; attend and participate in professional group meetings; and stay abreast of new trends and innovations affecting the work of the Department.

The position will be responsible to respond to and resolve difficult and sensitive inquiries and complaints.

This position will manage and participate in the development and administration of the Public Works Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

The Public Works Supervisor is responsible to abide by the Town of Stevensville and department work practices established for specific job assignment and occupations. Furthermore, the position is required to ensure that all employees within the department are following all Town safety standards and protocol.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

The ideal candidate will have a Bachelor's Degree in Engineering, Construction Management, Business or Public Administration or closely related field. The candidate will also have five years of professional and increasingly responsible experience in the management and direction of various aspects of a municipal Public Works program, including a minimum of three years of

supervisory level experience. Any equivalent combination of education and experience that demonstrates a candidate can perform the necessary functions of the position may be considered.

License or Certificate

- (A) Must possess a valid driver’s license with acceptable driving record at the time of hire or have the ability to obtain a valid MT driver’s license within six months of hire.
- (B) Must possess, or have the ability to obtain within six months of hire, a Commercial Driver’s License in Montana.
- (C) Possession of a P.E. license is preferred.

Necessary Knowledge, Skills, and Abilities

- (A) Organization and management practice skills as applied to the analysis and evaluation of public works programs, policies, and operational needs
- (B) Program development and administration abilities
- (C) Knowledge principles and techniques used in emergency disaster situations
- (D) Knowledge of advanced principles of municipal engineering services
- (E) Knowledge of current and future trends affecting public works
- (F) Principles of supervision, management, motivation and leadership
- (G) Knowledge of pertinent Federal, State, and local laws, codes, and regulations
- (H) Strategic planning skills
- (I) Strong oral and written communication skills
- (J) Ability to lead and maintain a positive and harmonious work environment
- (K) Abilities in complex decision making
- (L) Ability to foster innovation and change
- (M) Skills in conflict management
- (N) Skills in finance and budgeting related to field and government needs

PHYSICAL DEMANDS

Ability to work in a standard office environment using completer equipment, with ability to travel to different sites and locations. May at times be exposed to outdoor environment including hot and cold temperatures, dirty, dusty, smelly environments, some mechanical or electrical hazards, confined spaces and possible exposure to chemicals.

Employee: _____

Date: _____

Supervisor: _____

Date: _____