

*Code:* 2232

*Title:* PUBLIC WORKS CREW SUPERVISOR

**SUMMARY:** Supervises work crews and participates in public works, transportation, flood control, solid waste, landfill and wastewater systems and field maintenance, repair and construction activity. Supervision may extend to multiple work sites within a defined geographical area or may be site specific.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Supervises and assigns work crews in field maintenance of public works construction activities and participates in the work of assigned crews;

Monitors public works field maintenance and construction activities including productivity, safety practices, quality control and reviews equipment utilization logs of assigned multiple work crews;

Plans and lays out work order materials and prepares reports of complete public works maintenance construction projects and inventory of supplies used;

Coordinates crew and equipment assignments with other supervisors, crew supervisors and contract construction agencies to assure availability of resources and to avoid work stoppages;

Operates and performs operator-level maintenance and servicing of assigned general, heavy and special equipment, e.g., pressure cleaner, dozers, scrapers, water truck, grader, front end loader, jackhammer, tractor trailer and pickup trucks;

Constructs and maintains pavement cuts, roads, dips and edges, bridges, box culverts and related structures;

Establishes or directs establishment and maintenance of work site traffic control measures to assure safety of workers and the public;

Coordinates activities of wastewater crews in the repair and maintenance of sewer lines and other sanitary sewerage facilities, to include vector, odor and corrosion control;

Supervises the preparation, development and operation of sanitary landfill sites and solid waste transfer stations;

Responds to and resolves complaints or inquiries from the public relative to public works transportation, solid waste and wastewater management operations, construction, repair or maintenance activity;

Reviews, interprets and works from blueprints, schematics, field engineering and design notes, surveys, plots and related technical documents;

May act as Public Works Supervisor in their absence.

#### **KNOWLEDGE & SKILLS:**

Knowledge of:

- methods of construction, repair and maintenance of roads, highways, sewer lines, landfills and sewerage facilities;
- operation, servicing, maintenance and adjustment of machinery and equipment for the construction, repair and maintenance of public works structures and facilities;
- federal and state regulations and policies, county codes and industry standards applicable to area of assignment;
- equipment and materials used in public works repair, construction and maintenance;
- principles and practices of supervision, training and evaluation;
- principles of inspections, testing, environmental monitoring and handling of hazardous chemical and materials;
- safety practices applicable to construction and maintenance activities;
- principles and techniques for documenting time, equipment, inventory and material utilization.

Skill in:

- interpreting blueprints, plans, schematics and engineering drawings;
- supervising and evaluating the activities of public works and contractor maintenance and

- construction crews;
- providing or coordinating technical and safety-training of assigned staff;
- performing, recording and reporting results of construction inspections and testing;
- communicating effectively;
- establishing and maintaining collaborative working relationships with work crews, other county staff and contractors/vendors;
- preparing and submitting recurring and special operations activity reports.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Four years of experience in public works maintenance, repair or construction which included operation of heavy equipment and one year of lead or supervisory experience in a public works construction or maintenance setting.

(Graduation from an accredited college or technical school in environmental technology, engineering or a related discipline may substitute for the general experience.)

OR:

(2) Two years of experience with Pima County as a Utility Maintenance Worker II or III, Landfill Equipment Operator or Equipment Operator II and one year of lead or supervisory experience in a public works construction or maintenance setting.

OTHER REQUIREMENTS:

Licenses and Certificates: All positions require a valid Arizona Class D driver license at the time of application. Some positions may require a valid Arizona commercial driver license (CDL) with appropriate endorsements at time of appointment or prior to end of initial probation. Some positions may require satisfactory completion of a 40-hour OSHA course in hazardous materials management and certification as a Manager of Landfill Operations (MOLO) by the Solid Waste Management Association of North America prior to end of initial/promotional probation. Some positions may require an Arizona Department of Environmental Quality Grade 4 collection system operator certification within one year of appointment. Failure to obtain/maintain the required licensure/certification/registration shall be grounds for termination.

Special Notice Items: Some positions may carry the risk of exposure to infectious diseases, asbestos or wastewater and sewage products, therefore special medical screening prior to or during employment may be necessary to assure employee health and safety. Some positions may require the ability to enter and work in confined spaces, which may require the proper wearing of individual safety and protective equipment.

Physical/Sensory Requirements: Some positions require the ability to lift or move equipment weighing from 50 to 100 pounds. Any additional physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.