

Code: 2233

Title: PUBLIC WORKS SUPERVISOR

SUMMARY: Supervises, coordinates, and implements public works maintenance and construction activities and contracts throughout multiple work sites for a specified department or major division. This differs from Public Works Crew Supervisor which supervises and participates in the activities of assigned crews within a geographically assigned area.

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

Oversees maintenance, repair and construction work on assigned sections of highways, roadways, drainage ways, solid waste or sanitary sewerage facilities and structures;

Insures quality control, safety practices and completion of all work performed by work crews, vendors and contract construction agencies;

Schedules and inspects the implementation of annual and periodic maintenance, construction and service contracts for compliance with operating permits, standards and specifications;

Forecasts, projects and/or monitors unit costs and expenditures for supplies, equipment and man-hours for maintenance and construction projects and contracts;

Supervises removal and disposal of snow, ice and debris in assigned areas;

Inspects assigned areas for road damage or roadway hazards and orders repairs of specialized road and bridge facilities/structures, such as guardrails, cattle guards, corrugated pipe culverts, etc;

Coordinates the construction, repair, inspection and maintenance of sanitary sewer or solid waste facilities, wastewater pumping systems, manholes, piping, spillways and catwalks, to include vector, odor and corrosion control;

Coordinates activities involved in the operational maintenance of public solid and landfill waste facilities and authorizes stop-work orders;

Interprets blueprints, construction specifications and engineering drawings and discusses specified construction procedures with affected parties to ensure compliance with contract requirements and industry standards and codes;

May act as Public Works Supervisor-Senior in their absence.

KNOWLEDGE & SKILLS:

Knowledge of:

- 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 techniques of supervision, training and evaluation;
- civil engineering principles and practices related to public works construction and maintenance in area of assignment;
- principles of inspections, testing, environmental monitoring and handling of hazardous chemicals and materials;
- safety practices applicable to construction and maintenance activities;
- principles of contract compliance, inspection and implementation.

Skill in:

- scheduling and directing multiple construction, maintenance and repair operations;
- operation, servicing, maintenance and adjustment of machinery and equipment for the construction, repair and maintenance of public works structures and facilities;
- interpreting blueprints, plans, schematics and engineering drawings;
- supervising and evaluating the activities of public works personnel;
- performing, recording and reporting results of construction inspection and testing;
- communicating effectively;
- measuring productivity and compiling quality control status reports.

MINIMUM QUALIFICATIONS: EITHER:

(1) Six years of experience in public works maintenance, repair or construction and two years of lead or supervisory experience in a public works construction or maintenance setting. (Refer to Special Notice Items.)

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

OR:

(2) Three years of experience with Pima County as a Public Works Crew Supervisor.

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's 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 2 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 within this classification may require experience in the operation of heavy equipment. 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.